

Ordering Posters through LECOMT

Overview:

Poster printing is done via an approved vendor named Graphicsland which is accessed online at www.MakeSigns.com. Since LECOM has an account with this company all orders are placed via a standard Purchasing Order system. The basic process follows. Residents/Fellows upload his/her presentation and submit the order 15-30 days in advance. No payment is submitted by the Resident/Fellow. The Resident/Fellow sends the Order Summary to LECOMT who submits a Purchase Order Requisition to LECOM. Purchasing sends payment to MakeSigns. The poster is shipped directly to the Resident/Fellow. Lastly, the Resident/Fellow sends the packing slip to LECOMT. Be sure to follow the instructions to avoid charges.

IMPORTANT:

- *This PO system requires placing orders 15-30 days in advance of the date the poster is needed.*
- *Only shipping via FedEx ground home delivery will be covered.*
- *Payment will be sent directly to MakeSigns by LECOM.*
- *Residents/Fellows will not be reimbursed if he/she pays out-of-pocket.*

Step by Step Instructions for Submitting Order:

1. Go to <http://www.makesigns.com/>.
2. MakeSigns has templates available to use in conjunction with Microsoft PowerPoint. (Apple Key Note is not compatible with MakeSigns' software. I-Pages may be utilized if the sizing is set for 36" x 48".)
3. Choose the size you need, media (glossy is recommended) and the quantity. Most posters ordered are sized 36" x 48" in the hanging format, not trifold. However, LECOMT will cover a larger size or trifold if needed.
4. Choose "Add to Cart".
5. If you need more than one poster, add it before checking out so they are shipped together under one order number.
6. Review order.
7. Choose "Checkout Now".
8. Enter email address. Checking out as a guest is sufficient.
9. Complete "Where Are We Sending This Order" and "What Is The Address?" Poster will be shipped directly to the Resident/Fellow.
10. Choose "Continue to order details".
11. Choose shipping option "FedEx ground home delivery" under "How Fast Do You Want It?" Verify the shipping address.

****NOTE: Only FedEx ground home delivery will be authorized for payment.***



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12. Choose “Continue to Payment”.

13. Choose “How Would You Like To Pay?” Choose “Fax/E-mail a Purchase Order”.

***NOTE: You must choose “Fax/E-mail a Purchase Order” for your poster to be covered by LECOMT.**

14. The following screen will appear. Your order is complete. PRINT it out.



Fax/Email Purchase Order

This order is on hold pending receipt and approval of a written Purchase Order.

If your organization has an open account with Graphicsland, you can fax or email a purchase order.
FAX: 708-614-1974 EMAIL: support@graphicsland.com

If your organization does not have a current account with Graphicsland, please call, and we will be happy to help you quickly set up the account. Credit card or check payment is also accepted for this order. Please us with credit card information, or questions about payment options at 1-800-347-2744 Mon-Fri 8AM-5PM Central Time.

SUMMARY - ORDER # 10849168
Placed: 4/21/2014 1:52:29 PM

Item	Qty	Price
32.4" by 54" Poster on Glossy (Recommended for Posters) <small>File: Ohio Symposium Iyer (1).ppt Design# 14042113490U</small>	1	\$48.24
SUBTOTAL:		\$48.24
FedEx 2nd Business Day Shipping:		\$22.06
Need by Date: Friday, April 25		
GRAND TOTAL:		\$70.30

Credit card charges will appear on your statement as "GRAPHICSLAND, INC.". For more information visit www.graphicsland.com
Federal Tax ID#: 36-3034354

Customer
Bertalan Dudas
bdudas@lecom.edu

Billing Address
Bertalan Dudas
Lake Erie College of Osteopathic Medicine
1858 West Grandview Blvd
Erie PA 16509
814-866-8142

Shipping Address
- Same as Billing -

Notification Info
Phone# 814-866-8142

Payment Method
Fax a Purchase Order
For accredited schools and universities with Graphicsland accounts.

IMPORTANT:

- Your order is complete when you see “Fax/Email Purchase Order” with “Summary – Order #” screen.
- The statement “This order is on hold pending the receipt and approval a written purchase order” indicates MakeSigns is waiting for approval and payment from LECOM.
- Print the screen pictured above.
- There is nothing more you need to do on the MakeSigns.com website.
- Continue to page 3 for steps you need to take to request LECOM send payment to MakeSigns.

15. Your poster will not be printed or shipped until you request payment from LECOMT. See page 3.

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Step by Step Instructions for Obtaining Payment for Poster:

1. Submit a request for payment to LECOMT via e-mail to Laurie Mahoney lmahoney@lecom.edu and Deborah Lee-Sanko dsanko@lecom.edu. You may submit the printout from step # 12 and/or forward the e-mail from MakeSigns pictured below:

ORDER# 123456	View Order Receipt
<p style="text-align: center;">Thanks for your order!</p> <p>Resident/Fellow,</p> <p>Thank you for your order! We have received the order and we are reviewing it. If you need to make a change to the order, call us at 1-800-347-2744 or email support@makesigns.com Support is available 8am - 5pm Central Time, Mon - Fri.</p> <p>This order is on hold pending receipt and approval of a written Purchase Order</p> <p style="text-align: center;">View Order Receipt</p> <p>We appreciate your business and will do everything in our power to make sure you are satisfied.</p> <p style="text-align: right;">— The MakeSigns Team</p>	

2. Include the date the poster is needed in the body of the e-mail to LECOMT.

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3. LECOMT will then submit the Purchase Order Requisition to LECOM Purchasing who will send payment to MakeSigns.
4. Your poster will be shipped to the address provided on the on-line order.
5. When you receive the poster scan or photograph the packing slip and e-mail to lmahoney@lecom.edu Purchasing requires this verification of receipt for their records.

IMPORTANT:

- *LECOM Purchasing will send payment directly to MakeSigns.com.*
- *MakeSigns will create your poster and ship directly to you when they receive payment.*
- *The packing slip found inside the package is the receipt you are required to submit. It may not be readily visible, so check carefully for it.*