

BRIGHT HORIZONS ONLINE ORDER INSTRUCTIONS

CREATE AN ACCOUNT

Click on **"Create an Account"** and fill in all your information.

Please note that the address you enter on this page will become your default shipping address. If you would like to change your default shipping address or add another address later, simply click on the **Profile** link in the header and choose the **My Addresses** tab. Then click **"Add New Address."**

The address you are entering on the account page is not the address that will appear on your business card.

You will enter a password. This password will be your access to the order site for all future orders.

PLACING AN ORDER

STEP 1 – Select a Card

Click on the image of the Bright Horizons card that you'd like to order. This will take you to the Product Detail Page, where you'll find more specific details on the card you've chosen

Step 2 – The Product Detail Page

Select your product's quantity from the drop down list. Any product details, and pricing will appear here. Click **"Customize Order"**: this will bring you to the next page where you will fill in the information to appear on your card.

Customize Page

Please read the instructions on the form carefully before entering your information.

Enter the information to appear on the card (left side of page)."

Note: To ensure correct title set-up, please break-up your title on two lines, separating title and department.

Please enter **NUMBERS ONLY** (no dashes or special characters) in the phone/fax number fields.

Click "**Update Preview**" (bottom left side of page) to see your information on the preview card. Make changes as needed.

Review the card display. If everything you entered is correct, click the "Yes I approve this document" check box, then click "**Add to Cart**".

NEXT PAGE – SHOPPING CART

First, select from the menu of Shipping Options. Note: The cost of shipping by **UPS Ground is included in the price of the business cards**. Any other method of shipment will incur a charge.

Please verify your information. If there is a change of ship to address, select one from the drop down list or choose "**Add New Address**". If you selected "**Add New Address**", this will bring you to the Settings page. Click "**Add New Address**", enter the ship to address, and click "Save." This will save in your address book. When you reorder your cards, you will have a choice of the addresses you entered in your account. To return to the shopping cart, click the "**Shopping Cart**" link at the top of the page.

The Order Summary on the right side of the page shows the amount of items ordered, estimated shipping costs, taxes, and the order total.

If you'd like to order additional items, click "**Continue Shopping**". Once the correct shipping address is displayed, click "**Proceed to Checkout**".

NEXT PAGE – CHECKOUT

Here you must enter the required Cost Center Number for your center or corporate office.

If you have any special instructions, please enter them on this page in the "**Special Instructions**" box. Example: If your name or title extends beyond the character limit, or if the order is a rush.

Verify all your information on this page. If all is correct, click "**Submit Order**" to complete your order.

REORDERING

To reorder – when you log on, click "**Order History**" at the top of the page. Set filters and click the "**Apply Filters**" button to find the order you'd like to select.

Click **“Reorder”** if you'd like to resubmit the entire order (all cards listed).

If you wish to select individual cards from an order that contains several, click the arrow to the left of the order to expand the view. Click "Reorder" next to the individual cards you'd like to reorder. You can then click **“Edit”** to make any changes to your order. If no changes are needed, click **“Proceed to Checkout”**.

If you have any questions during the ordering process, please call the Imperial Image at **978.251.0420** or email us at ***orders@imperial-image.com***.