



## How to order

If you have your own design, please see “Your Own Design”. If you wish to order, using our free templates, please see “Order using Free Template”.

*You will receive a proof design, to approve, before we print*

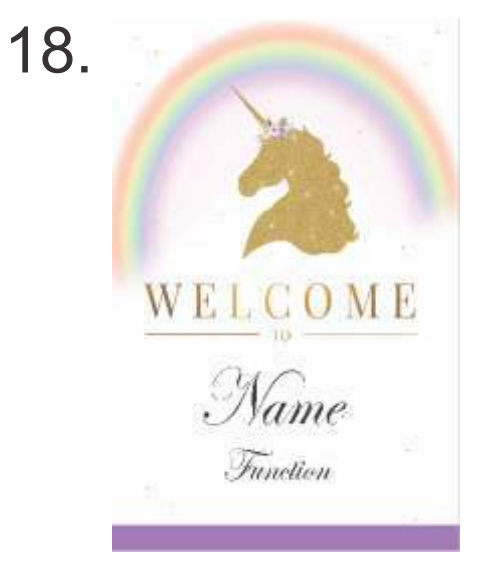
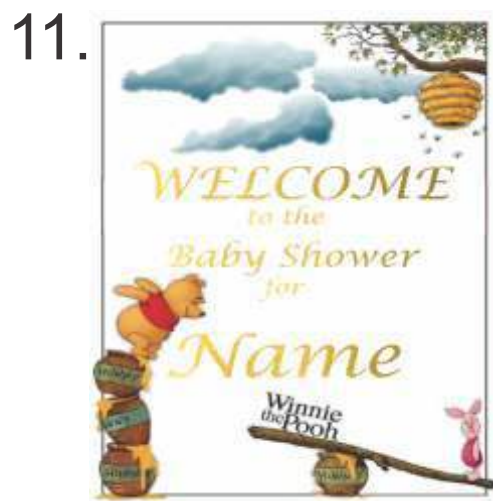
### Order using Free Template

1. View page 2-4 of this document and write down the number of template you like.
2. Visit our website [actionprint.co.za](http://actionprint.co.za) and select product “Welcome Signs”.
3. On right hand side of the page, under “Place your order”, select the size and type of board or combo you wish to order. The price will update as you change the options.
4. Enter the number of the template you selected in the “Template Number” field.
5. In the “Brief Note” field add the details you want on the board eg. names, dates or messages
6. To upload images or photos click on the “Upload File” field
7. After you are done go back to the top and click on “Add to Basket”. You can either proceed to check out or continue shopping.

### Your Own Design

1. If you have your own design, please follow above steps 2, 3, 6 & 7
2. If your design is not ready to print, we will charge a design fee to redesign it to a printable file.





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