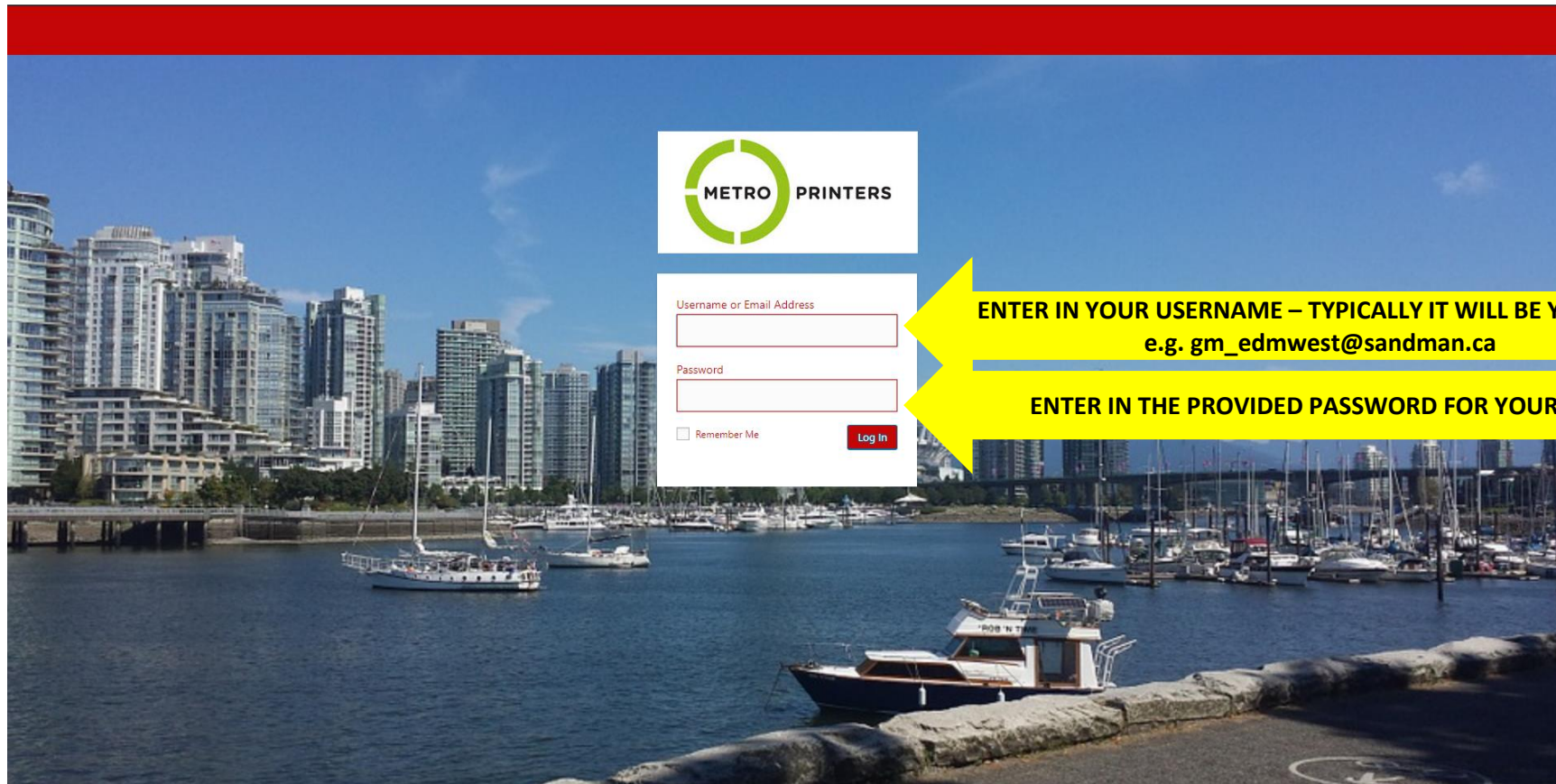


PLACING AN ORDER FOR A SANDMAN HOTEL GROUP BUSINESS CARD

STEP #1

LOGON TO THE SANDMAN HOTELS STORE LOCATED AT:
weborders.metroprinter.net:81/wordpress/wp-login.php

THE IMAGE BELOW IS WHAT WILL BE PRESENTED WHEN YOU GO TO THE LINK ABOVE



ENTER IN YOUR USERNAME – TYPICALLY IT WILL BE YOUR SITE
e.g. gm_edmwest@sandman.ca

ENTER IN THE PROVIDED PASSWORD FOR YOUR SITE

PLACING AN ORDER FOR A SANDMAN HOTEL GROUP BUSINESS CARD - CONTINUED

STEP #2

THE IMAGE BELOW IS WHAT WILL BE PRESENTED WHEN YOU HAVE LOGGED IN. THIS IS THE MAIN SHOPPING PAGE WHERE YOU CAN ORDER BUSINESS CARDS

BUSINESS CARDS ARE HERE! YOU CAN
CLICK ON THE IMAGE OR THE TEXT
BELOW THE IMAGE

NOTICE THE (1) AT THE END OF THE TEXT
– THIS INDICATES THERE IS A SINGLE
BUSINESS CARD LAYOUT OFFERED

The screenshot displays the Metro Printers website interface. At the top, the Metro Printers logo is visible, followed by a navigation menu with links for Tutorials, Shop, Cart, Checkout, My Account, and Logout. Below this, the Sandman Hotel Group logo is prominently displayed. The main content area is titled 'Shop' and features a product listing for 'Sandman Hotels Business Cards (1)'. A small thumbnail image of the business card is shown above the text. To the right of the product listing, a message states 'No products in the cart.' The footer of the page contains contact information for Metro Printers, including their address in Vancouver, BC, phone and fax numbers, and an email address.

Metro Printers
81 East Kent Avenue N.
Vancouver, BC
V5X 2X5

Phone: 604-685-2927
Fax: 604-685-6473
Mike Kyer - mike@metroprinters.net

PLACING AN ORDER FOR A SANDMAN HOTEL GROUP BUSINESS CARD - CONTINUED

STEP #3

IF THERE WERE MULTIPLE DIFFERENT BUSINESS CARD LAYOUTS PROVIDE, YOU WOULD SEE MULTIPLE THUMBNAILS

CLICK ON THE THUMBNAIL IMAGE OR
CLICK THE TEXT

The screenshot displays the Metro Printers website interface. At the top left is the Metro Printers logo, consisting of a green circular icon with the text 'METRO PRINTERS' to its right. Below the logo is a navigation menu with links for 'Tutorials', 'Shop', 'Cart', 'Checkout', 'My Account', and 'Logout'. The main content area features the Sandman Hotel Group logo on the left and a 'No products in the cart.' message in a rounded box on the right. The central focus is a product listing for 'Sandman Hotels Business Cards', which includes a breadcrumb trail 'Home / Sandman Hotels Business Cards', the product title, and the text 'Showing the single result' with a 'Default sorting' dropdown menu. A small thumbnail image of a business card is visible, and the text 'Business Cards' is displayed below it. The footer contains contact information for Metro Printers, including the address '81 East Kent Avenue N. Vancouver, BC V5X 2X5', phone number '604-685-2927', fax number '604-685-6473', and email 'mike@metroprinters.net'.

PLACING AN ORDER FOR A SANDMAN HOTEL GROUP BUSINESS CARD - CONTINUED

STEP #4A

DEPENDING ON THE RESOLUTION AND THE SIZE OF YOUR SCREEN YOU MAY NEED TO SCROLL DOWN A BIT TO SEE THE FULL BUSINESS CARD CREATION SCREEN.

IF YOU SEE THE FOLLOWING SCREEN APPEAR ASKING YOU TO CHOOSE YOUR LOCATION, PLEASE CONTACT OFFICE@METROPRINTERS.NET INDICATING THAT THE EMAIL ADDRESS PROVIDED TO YOU IS NOT SET UP IN THE WEB ORDERING SYSTEM

Home / Sandman Hotels Business Cards / Business Cards

SANDMANHOTELGROUP

Business Cards
Category: Sandman Hotels Business Cards

JOHN DOE
Front Desk Manager

SANDMAN HOTELS GROUP
SANDMAN HOTEL & SUITES ABOTSFORD
33700 SIMON AVENUE, ABOTSFORD BC, CANADA V2T 6R9
T: 604-855-6173
F: 604-789-1134
C: 604-855-5473
INFO@SANDMAN.CO SANDMANHOTELS.COM
SANDMANHOTELSABOTSFORD.COM SANDMANHOTELS.COM

Please Choose Your Location *

Abbotsford

First Name * Last Name *

Title *

In the section below, enter your direct phone number if you wish it to appear on the business card, otherwise leave blank!

Direct Phone

In the section below, enter in your Sandman Hotel Group email address.

Email *

Save Field Values

Metro Printers
85 East Kent Avenue N.
Vancouver, BC
V5X 2X5

Phone: 604-855-2927
Fax: 604-685-5473
Mike Kyar - mike@metroprinters.net

- Abbotsford
- Abbotsford
- Abbotsford Airport
- Blue River
- Cache Creek
- Calgary Airport
- Calgary City Centre
- Calgary South
- Calgary West
- Castlegar
- Cranbrook
- Edmonton West
- Grande Prairie
- Kamloops
- Kelowna
- Langley
- Lethbridge
- Lethbridge Lodge
- McBride
- Montreal - Longueuil
- Oakville

PLACING AN ORDER FOR A SANDMAN HOTEL GROUP BUSINESS CARD - CONTINUED

STEP #4B

FOR THIS TUTORIAL, WE ARE LOGGED IN WITH A WINNIPEG EMAIL ADDRESS – ALL OF THE INFORMATION FOR WINNIPEG HAS BEEN RETRIEVED. ALL THAT IS NEEDED IS TO ENTER YOUR FIRST NAME, LAST NAME, YOUR TITLE AND EMAIL ADDRESS. IF YOU WISH YOU CAN ENTER IN A DIRECT TELEPHONE # OR JUST LEAVE THE FIELD BLANK

ENTER IN THE REMAINING
FIELDS FOR YOUR
BUSINESS CARD

The screenshot shows the Sandman Hotel Group website's business card ordering interface. At the top, the Sandman Hotel Group logo is displayed. Below it, the breadcrumb trail reads 'Home / Sandman Hotels Business Cards / Business Cards'. The main heading is 'Business Cards', with a category link for 'Sandman Hotels Business Cards'. A search icon is present next to the heading. A preview of a business card for 'JOHN DOE, Front Desk Manager' is shown, including contact information for Sandman Hotel Group. Below the preview are input fields for 'First Name', 'Last Name', and 'Title'. A note states: 'In the section below, enter your direct phone number if you wish it to appear on the business card, otherwise leave blank!'. This is followed by a 'Direct Phone' input field. Another note states: 'In the section below, enter in your Sandman Hotel Group email address.', followed by an 'Email' input field. A 'Save Field Values' button is located at the bottom of the form area. The footer contains contact information for Metro Printers in Vancouver, BC, including phone and fax numbers and an email address.

SANDMANHOTELGROUP

Home / Sandman Hotels Business Cards / Business Cards

Business Cards
Category: [Sandman Hotels Business Cards](#)

JOHN DOE
Front Desk Manager

SANDMAN HOTEL GROUP
SANDMAN HOTEL - HOTEL ASSTON
3370 SIMMONS AVENUE, ASSTONFIELD B.C., CANADA V2T 0R3
T 604-292-4070
F 604-292-1336
C 604-333-3434
1000@SANDMAN.CA
SANDMANHOTELGROUP.COM SANDMANHOTEL.COM

First Name *
Last Name *

Title *

In the section below, enter your direct phone number if you wish it to appear on the business card, otherwise leave blank!

Direct Phone

In the section below, enter in your Sandman Hotel Group email address.

Email *

Save Field Values

Metro Printers
81 East Kent Avenue N.
Vancouver, BC
V5X 2X5

Phone: 604-685-2927
Fax: 604-685-6473
Mike Kyer - mike@metroprinters.net

PLACING AN ORDER FOR A SANDMAN HOTEL GROUP BUSINESS CARD - CONTINUED

STEP #5

ONCE ALL THE DATA HAS BEEN ENTERED (SEE THE STARS FOR REQUIRED FIELDS), CLICK ON THE "SAVE FIELD VALUES" BUTTON

ALL OF THE INFORMATION FOR THIS BUSINESS CARD HAS BEEN ENTERED – IF NO CHANGES ARE REQUIRED, CLICK THE "SAVE FIELD VALUES" BOX

SAVE FIELD VALUES BUTTON

SANDMANHOTELGROUP

Home / Sandman Hotels Business Cards / Business Cards

Business Cards
Category: Sandman Hotels Business Cards

JOHN DOE
Front Desk Manager

SANDMAN HOTEL GROUP
SANDMAN HOTEL # 01770 43 072904 D
3270 SIMCO AVENUE, A3307020A D S.C., CANADA V1T 0A 8
T 604-270-4107
F 604-270-1104
C 604-111-7434
JDOE@SANDMAN.CA
SANDMANHOTELGROUP.COM SANDMANHOTELGROUP.COM

First Name * ✓ Jane
Last Name * ✓ Doe
Title * ✓ Sales Manager

In the section below, enter your direct phone number if you wish it to appear on the business card, otherwise leave blank!
Direct Phone

In the section below, enter in your Sandman Hotel Group email address.
Email * ✓ janedoe@sandman.ca

Save Field Values

MESSAGES WILL DISPLAY HERE

PLACING AN ORDER FOR A SANDMAN HOTEL GROUP BUSINESS CARD - CONTINUED


STEP #6

ONCE ALL THE DATA HAS BEEN ENTERED (SEE THE STARS FOR REQUIRED FIELDS), CLICK ON THE “SAVE FIELD VALUES” BOX

ALL OF THE INFORMATION FOR THIS BUSINESS CARD HAS BEEN ENTERED AND SAVED – IF ANY CHANGES ARE REQUIRED, CHANGE THE SPECIFIC FIELD AND THEN CLICK THE “UPDATE FIELD VALUES” BOX

UPDATE FIELD VALUES BUTTON

Home / Sandman Hotels Business Cards / Business Cards



Business Cards
Category: [Sandman Hotels Business Cards](#)

Fields Updated

First Name * Last Name *

Title *

In the section below, enter your direct phone number if you wish it to appear on the business card, otherwise leave blank!

Direct Phone

In the section below, enter in your Sandman Hotel Group email address.

Email *

Please review the PDF proof for accuracy, and then click accept proof.

MESSAGES WILL DISPLAY HERE

PLACING AN ORDER FOR A SANDMAN HOTEL GROUP BUSINESS CARD - CONTINUED


STEP #7

ONCE ALL THE DATA ENTERED HAS BEEN SAVED, A PDF PROOF OF THE BUSINESS CARD MUST BE CREATED

CLICK ON THE VIEW PROOF BUTTON AND A NEW WINDOW WILL OPEN SHOWING THE BUSINESS CARD YOU CREATED. IF YOU NEED TO MAKE ANY CHANGES, CLOSE THE PDF VIEW WINDOW AND UPDATE ANY FIELD NECESSARY. THEN SAVE THE FIELD VALUES BY CLICKING ON "UPDATE FIELD VALUES" AND THEN PROOF THE BUSINESS CARD AGAIN

Home / Sandman Hotels Business Cards / Business Cards

Business Cards
Category: [Sandman Hotels Business Cards](#)



Fields Updated

First Name * Last Name *

Title *

In the section below, enter your direct phone number if you wish it to appear on the business card, otherwise leave blank!

Direct Phone

In the section below, enter in your Sandman Hotel Group email address.

Email *

Please review the PDF proof for accuracy, and then click accept proof.

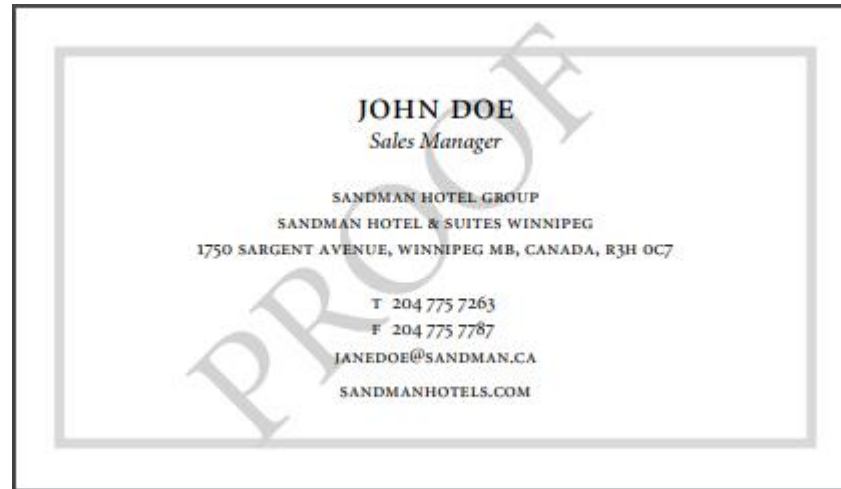
VIEW PROOF

PLACING AN ORDER FOR A SANDMAN HOTEL GROUP BUSINESS CARD - CONTINUED

STEP #8

DEPENDING ON THE BROWSER YOU ARE USING AND HOW OLD IT IS, YOU MAY OR MAY NOT GET A NEW WINDOW WITH A PDF IMAGE OF THE BUSINESS CARD YOU CREATED. IT IS POSSIBLE THAT A PDF FILE WILL BE DOWNLOADED TO YOUR PC WHERE YOU CAN THEN VIEW YOUR BUSINESS CARD

TO THE RIGHT IS A PDF IMAGE OF
THE BUSINESS CARD WE CREATED
IN THIS EXAMPLE




PLACING AN ORDER FOR A SANDMAN HOTEL GROUP BUSINESS CARD - CONTINUED

STEP #9

IF THE PDF IMAGE OF THE BUSINESS CARD MEETS YOUR REQUIREMENTS, THEN CLICK ON THE “ACCEPT PROOF” BUTTON

Home / Sandman Hotels Business Cards / Business Cards

Business Cards
Category: [Sandman Hotels Business Cards](#)



Fields Updated

First Name * Last Name *

Title *

In the section below, enter your direct phone number if you wish it to appear on the business card, otherwise leave blank!

Direct Phone

In the section below, enter in your Sandman Hotel Group email address.

Email *

Please review the PDF proof for accuracy, and then click accept proof.

ACCEPT PROOF BUTTON

PLACING AN ORDER FOR A SANDMAN HOTEL GROUP BUSINESS CARD - CONTINUED


STEP #10

ACCEPTING OF THE PROOF FILE INDICATES THAT THE PDF OF THE BUSINESS CARD YOU PRODUCED, LOOKS THE WAY YOU WANT IT. NOW YOU CAN CHOOSE THE QUANTITY OF BUSINESS CARD YOU WANT TO ORDER AND THEN ADD IT TO THE CART

USE THE UP AND DOWN ARROWS TO SELECT THE QUANTITY OF BUSINESS CARDS YOU WANT ORDERED. ONCE THE QUANTITY APPEARS (INCREMENTS OF 250), THEN YOU CAN CLICK ON "ADD TO CART" TO ADD THE ITEM TO YOUR SHOPPING CART

Home / Sandman Hotels Business Cards / Business Cards

Business Cards
Category: Sandman Hotels Business Cards



Proof has been verified and submitted. You can now select quantities and add to your cart.

First Name * John Last Name * Doe
Title * Sales Manager

In the section below, enter your direct phone number if you wish it to appear on the business card, otherwise leave blank!
Direct Phone

In the section below, enter in your Sandman Hotel Group email address.
Email * janedoe@sandman.ca

Update Field Values VIEW PROOF

250 ▾ Add to cart

CHOOSE THE QUANTITY
(INCREMENTS OF 250)

ADD TO CART

PLACING AN ORDER FOR A SANDMAN HOTEL GROUP BUSINESS CARD - CONTINUED


STEP #11

ONCE THE QUANTITY YOU NEED HAS BEEN ADDED TO THE CART, CLICK ON "VIEW CART" TO SEE YOUR SHOPPING CART

NOW THAT THE BUSINESS CARD HAVE BEEN ADDED TO THE CART, CLICK ON "VIEW CART" TO VIEW THE SHOPPING CART AND PLACE THE ORDER

Home / Sandman Hotels Business Cards / Business Cards

✔ 250 × "Business Cards" have been added to your cart. [View cart](#)



JOHN DOE
Front Desk Manager

SANDMAN HOTELS GROUP
SANDMAN HOTELS & SUITES ASSOCIATED
32700 SHERWOOD AVENUE, SHERWOOD, ONTARIO L4W 4Y7 CAN
T 604-799-4200
F 604-799-1334
C 604-911-3434
JDOE@SANDMANHOTELS.COM
SANDMANHOTELS.COM SANDMANHOTELS.COM

Business Cards
Category: [Sandman Hotels Business Cards](#)

First Name *

Last Name *

Title *

In the section below, enter your direct phone number if you wish it to appear on the business card, otherwise leave blank!

Direct Phone

In the section below, enter in your Sandman Hotel Group email address.

Email *

[Save Field Values](#)

VIEW CART


PLACING AN ORDER FOR A SANDMAN HOTEL GROUP BUSINESS CARD - CONTINUED

STEP #12

REVIEW THE SHOPPING CART TO CONFIRM THE ORDER LOOKS CORRECT AND THEN YOU CAN CLICK ON "PROCEED TO CHECKOUT"

THE SHOPPING CART SHOWS ALL OF THE PRODUCTS YOU ARE ABOUT TO ORDER. IN THE CASE OF BUSINESS CARDS, IT SHOWS WHO THE BUSINESS CARD IS FOR AND THE QUANTITY TO BE ORDERED. IF EVERYTHING LOOKS CORRECT, CLICK ON "PROCEED TO CHECKOUT"

The screenshot shows a shopping cart interface for Sandman Hotel Group. At the top, there is a logo for Sandman Hotel Group and a circular logo. Below the logo, there is a table with columns for 'Product' and 'Quantity'. The table contains one item: 'Business Cards' for 'Customer: John Doe' with a quantity of 250. There is a 'View Proof' button next to the item. Below the table, there is an 'Update cart' button. At the bottom right, there is a large purple button labeled 'Proceed to checkout'.

	Product	Quantity
	Business Cards Customer: John Doe View Proof	250

[Update cart](#)

[Proceed to checkout](#)

Metro Printers
81 East Kent Avenue N.
Vancouver, BC
V5X 2X5


Phone: 604-685-2927
Fax: 604-685-6473
Mike Kyer - mike@metroprinters.net

PLACING AN ORDER FOR A SANDMAN HOTEL GROUP BUSINESS CARD - CONTINUED

STEP #13

FILL IN ALL OF THE BILLING AND ADDRESSING INFORMATION AND CLICK 'PLACE ORDER'

FILL IN ALL OF THE BILLING AND ADDRESSING INFORMATION. NOTICE THOSE FIELDS WITH A * NEXT TO THE LABEL ARE REQUIRED. PLEASE LEAVE THE PURCHASE ORDER FIELD BLANK



Billing details

First name * Last name *

Company name

Country *

Street address *

Apartment, suite, unit etc. (optional)

Town / City *

Province *

Postcode / ZIP *

Phone *

Email address *

Your order

Product	
Business Cards × 250	
Customer: John Doe	View Proof

PLACING AN ORDER FOR A SANDMAN HOTEL GROUP BUSINESS CARD - CONTINUED

STEP #14

YOU WILL SEE A MESSAGE THAT SHOWS YOUR ORDER #, THE DATE IT WAS PLACED AND THE EMAIL ADDRESS THAT WILL RECEIVE THE EMAIL

PLEASE BE AWARE THAT ALL SANDMAN BUSINESS CARDS WILL NEED TO BE APPROVED AT HEAD OFFICE. THE PROCESS IS THAT HEAD OFFICE WILL RECEIVE AN EMAIL SHOWING THE BUSINESS CARD YOU HAVE ORDERED. IF THE BUSINESS CARD FOLLOWS THE CORPORATE REQUIREMENTS, YOU WILL RECEIVE AN EMAIL INDICATING THAT THE ORDER WAS APPROVED. IF IT DOES NOT MEET THE GUIDELINES, YOU WILL RECEIVE AN EMAIL INDICATING THE REASON FOR THE REJECTED ORDER

PLACING AN ORDER FOR A SANDMAN HOTEL GROUP BUSINESS CARD - CONTINUED

END OF ALL STEPS

- **THIS CONCLUDES THIS MODULE. YOU HAVE BEEN ABLE TO CREATE A NEW SANDMAN HOTEL GROUP BUSINESS CARD**