

Now there's a better way to order Custom Stamps and Signs through Eway!

It's only a click away – Simply **click** on
“Custom Stamps Online Ordering” link on the Eway home page

You **MUST LOG ON** with your email address and password (your first name – proper case lettering, i.e. Jeff or Sandra) in order for the order to process proper with correct pricing and product selections.

How to Order:

1. Click on **Standard Layouts** to see all preset templates already made for you, i.e. Name Badges.
2. Don't see what you want under Standard Layouts? Simply select a stamp or name plate from the products on the main custom catalog page and follow the instructions.
3. Example on how to order a stamp.
 - a. Select your stamp size. (You can print out a size guide at the top left of your page.)
 - b. Select **Design Your Own**.
 - c. Under options: choose the ink color, justification (alignment), auto size (fill stamp area) and add border.
 - d. Under Edit Text: Type in your text. Choose font style and size per line. Each box is a new line on your stamp. You can also add your own custom logos or signatures with “Add & Edit Graphics”.
 - e. Click Update Preview. This is how your stamp will look. If this is all correct, click **Add to Cart**. You can change your quantity if needed here.
 - f. **HINT:** Before you add to your cart, it is a good idea to **Save to Archive**. The items you Save To Archive are placed in your **Personal Layouts** only you can see once you've logged on. If at a time before you finish your purchase you want to make a change, having the item saved to your Personal Layouts allows you to go to this item to make changes easily and it will also be saved for future ordering. If you don't Save To Archive and need to make a change during checking out, you will need to redo the complete stamp or sign.
 - g. If you need to make another stamp or order any other product, click **Continue Shopping** and follow these same instructions. If you are finished with your order, click **Proceed to Checkout**.

Checkout Instructions:

1. Under user information, double check that this information is correct.
2. Shipping; add your shipping information. To save for next visit, click **Save to Address Book**.
3. Under Payment options, complete all required information.
4. Under shipping method, click **Best Way**.
5. Click **Confirm**. You are done. You will see your order confirmation number and will receive an email confirmation shortly. Once your product is shipped you will also receive a shipping confirmation.

For **Special Orders**, please use the “**Special Stamps Order Form**” link on the Eway Home Page. **DO NOT use the order form on the back of the Corporate Express Catalog.**

To check orders or for product questions, please contact our stamps and signs customer service department, **1-800-834-1892**. Please have your Confirmation Order Number.

For questions on using the Stamp and Sign website, please contact 1-780-867-1377.
Also see the Help tab for Frequently Asked Questions.