

# VersaDoc System

## Your Gateway to Ordering Made Simple

### Welcome to Unity Printing's VersaDoc System.

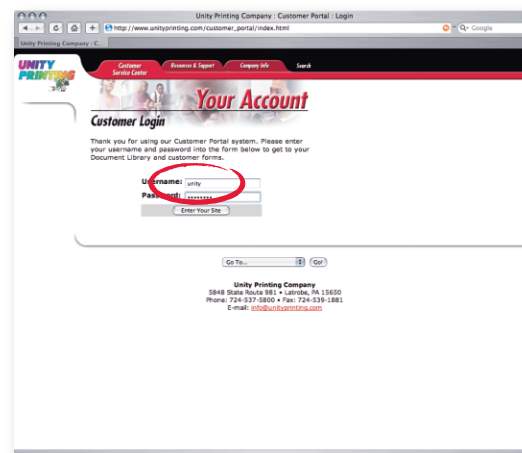
The VersaDoc System is especially designed for companies that purchase several business cards, letterhead or envelopes with the same basic layout but with variable name and address information. From the Document Library you'll be able to enter the variable data, proof the document instantly and place your order with us—all in a matter of minutes. Follow the simple steps below to experience for yourself how our VersaDoc System can make your ordering easy as well as save you time.

### Here's how it works:

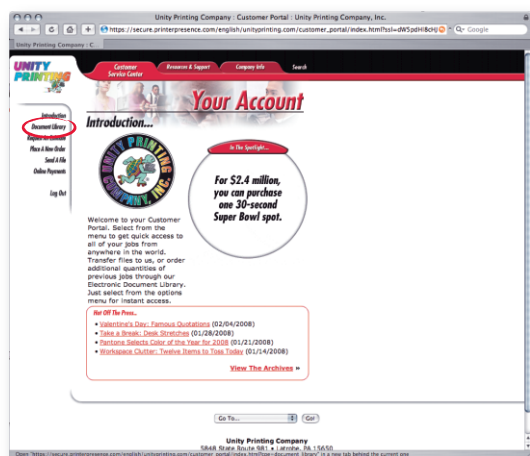
- Go to our website at **www.unityprinting.com**.
  - Click on the **Customer Login** button located conveniently on our front page.



- Enter our demo site by typing:  
Username: **unity** Password: **printing**



- Click on **Document Library**.



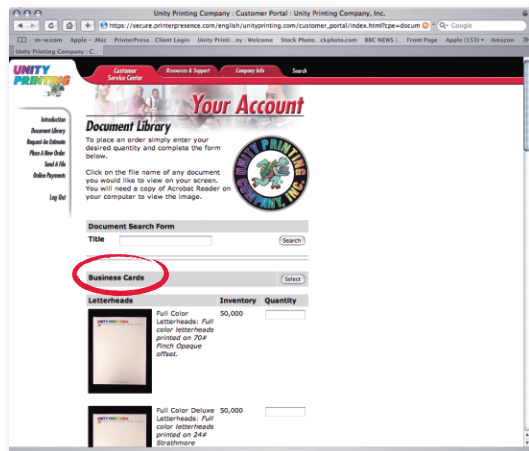
# UNITY PRINTING

5848 State Route 981  
 Latrobe, PA 15650-9525  
**724-537-5800** • Fax 724-539-1881  
 www.unityprinting.com

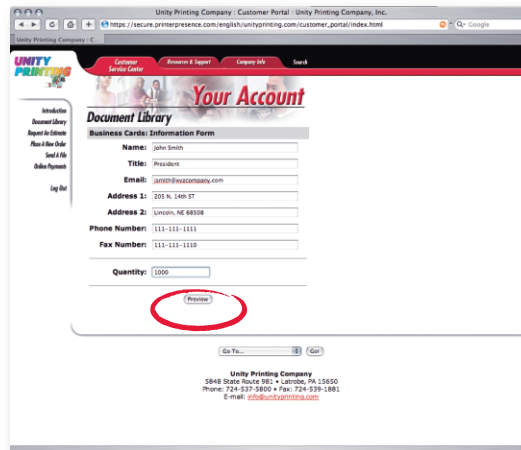


(continued from other side)

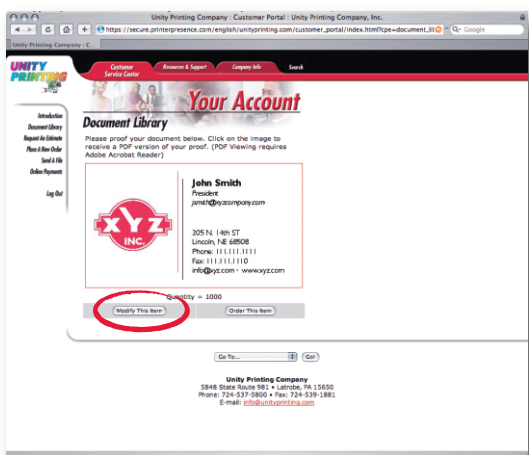
- 4 • Select the type of document you'd like to create. (example: Business Cards)



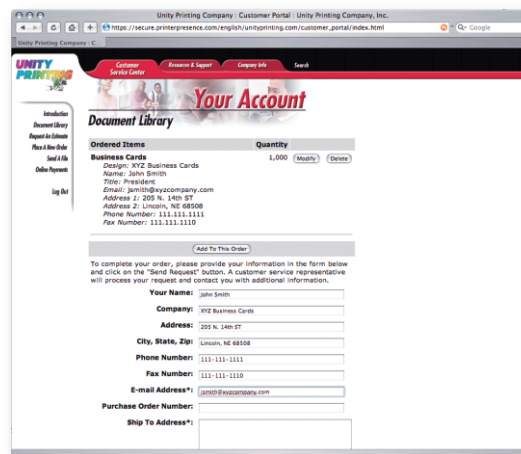
- 5 • Enter the variable data information and quantity.  
• Click on **Preview**.



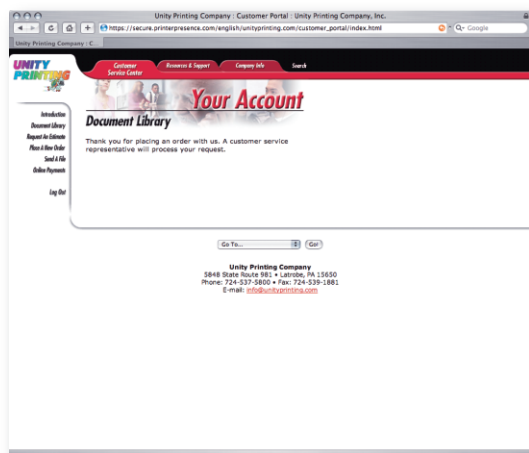
- 6 • View the proof and ensure the document is correct.  
• If the text needs to be changed, click on **Modify this Item**, make the desired changes and click on **Preview**.  
• When the document is correct, press **Order This Item**.



- 7 • You can continue to order as many different documents and variations of each document as you'd like by clicking **Add To This Order**.  
• Once you have completed entering your different documents, complete the contact information.  
• Click on **Send Request**.



- 8 • You will immediately receive an e-mail confirming your order.



We take it from here.

We'll produce your jobs and have them delivered to your door, usually within five business days. Some of our customers make a special arrangement where we'll "gang" or group their orders and print weekly. We appreciate your business and hope you find this service useful. If you have any questions on how to maximize this service for your business, please give us a call at **(724) 537-5800**.