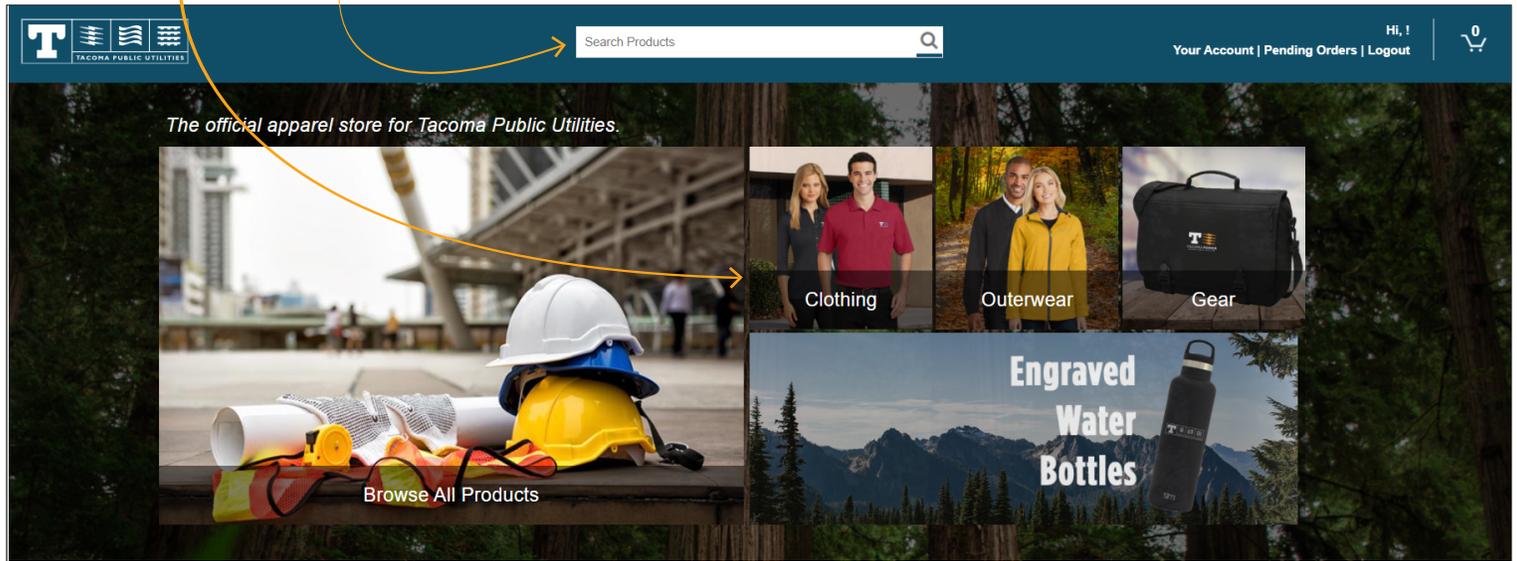


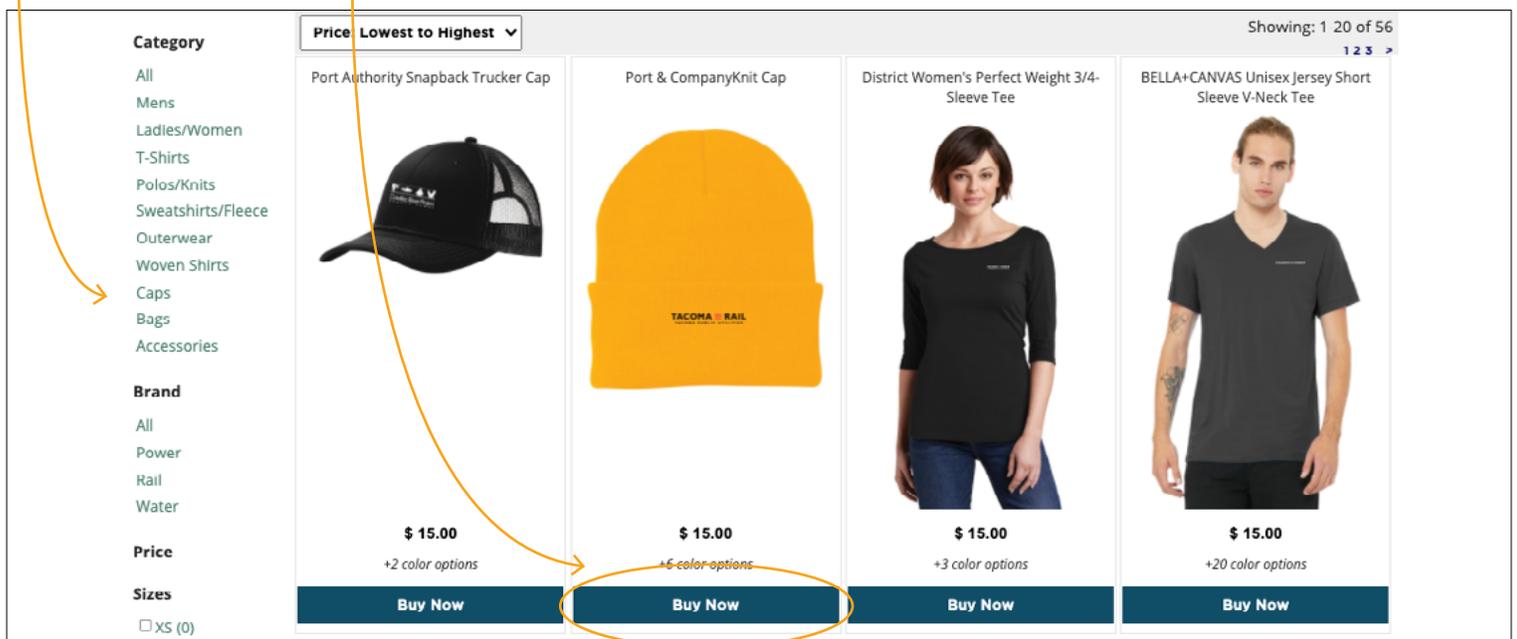
Homepage

Select a **category** or **search** to find a specific product.



Product List

Use the **left-hand navigation** to filter the types of products you are looking for. Once you find a product you like, **click the Buy Now** button to customize it.



Shopping Cart

If you would like to add more products to your purchase, click the [Return to Shopping](#) Button.

If you would like to clear your order, [click Cancel Order](#).

To continue the purchasing process, click the [Checkout](#) button.

The screenshot displays the shopping cart interface for Tacoma Public Utilities. At the top left is the TPU logo. The cart title is "Shopping Cart". On the left, there are two buttons: "Return To Shopping" (dark blue) and "Cancel Order" (red). On the right, there is a green "Checkout (\$15.00)" button. The cart contains one item: "Port Authority Watch Cap" with a "Remove" link. Below the item name, it specifies "Size: OSFA | Color: Army Green | Remove". The price is shown as "\$15.00 X 1 = \$15". An image of the green knit watch cap is shown. At the bottom of the cart area, a red note reads: "Products usually take 7-10 business days to produce. All products are custom and therefore non-returnable." Below this note is a dark blue "RETURN TO TOP" button. The "Checkout (\$15.00)" button is circled in orange. At the very bottom of the page, a footer provides contact information: "If you need assistance from Print NW during normal business hours, please call 253-625-5663 from 8 a.m. to 4 p.m. Monday-Friday."

Checkout Process - Step 1

If you have a coupon code, **enter it into the field and click Submit Coupon Code.**

Fill out your full name (first/last), email, and phone number. We will use this information to contact you with any issues or questions about your order.

Finally, add the **Shipping Address** we should send your product to and click the **Continue** button.

Answer the questions below to complete your checkout

Enter your coupon code below

Coupon Code

Submit Coupon Code

What is your full name?

What is your email address?

What is your phone number?

Where should we ship your products?

Ship To Address

Street Address

City State Zip Code

Continue

The screenshot shows a checkout form with several fields and buttons. Orange arrows point from the text instructions to the corresponding form elements: one arrow points from 'enter it into the field' to the 'Coupon Code' input field; another points from 'click Submit Coupon Code' to the 'Submit Coupon Code' button; a third points from 'Fill out your full name' to the 'What is your full name?' input field; a fourth points from 'Fill out your... email' to the 'What is your email address?' input field; a fifth points from 'Fill out your... phone number' to the 'What is your phone number?' input field; a sixth points from 'add the Shipping Address' to the 'Street Address' input field; and a seventh points from 'click the Continue button' to the 'Continue' button, which is circled in orange.

Checkout Process - Step 2

The final step in the checkout process is to validate your pricing, shipping, and tax. Then, **enter your Payment Information and submit your payment.**

After submission you will receive a confirmation email which has your order details and your receipt.

Order Review

Products:
Port Authority Watch Cap. C908 \$15.00
OSFA:1

Shipping To:
9914 32nd Ave S
Lakewood WA 98499 FREE

Subtotal: \$15.00
9.9% Tax: \$1.49
Total: \$16.49

Payment Information

Credit or debit card

<input type="text" value="Card number"/>	<input type="text" value="MM / YY CVC"/>
--	--

Order Confirmation

After you place your order you will be taken to an order review page. You can come back to this page at any time to get an update on the status of your order.

Once your product is shipped, you will be emailed a ship tracking confirmation.



Thank you for your order!



Placed
Pending
Production
Shipped
Complete

Products usually take 7-10 business days to produce. If you have any questions or concerns about delivery email Carla@ptpu.net or call (253)625-6669 M-F 9am - 5pm

DM167L | District Women's Perfect Weight 3/4-Sleeve Tee

BLANK PRODUCTS
Quantity: 1 | Size: XS | Color: Bright White

DECORATION TYPE
Embroidery

DECORATION LOCATION NAME
Front



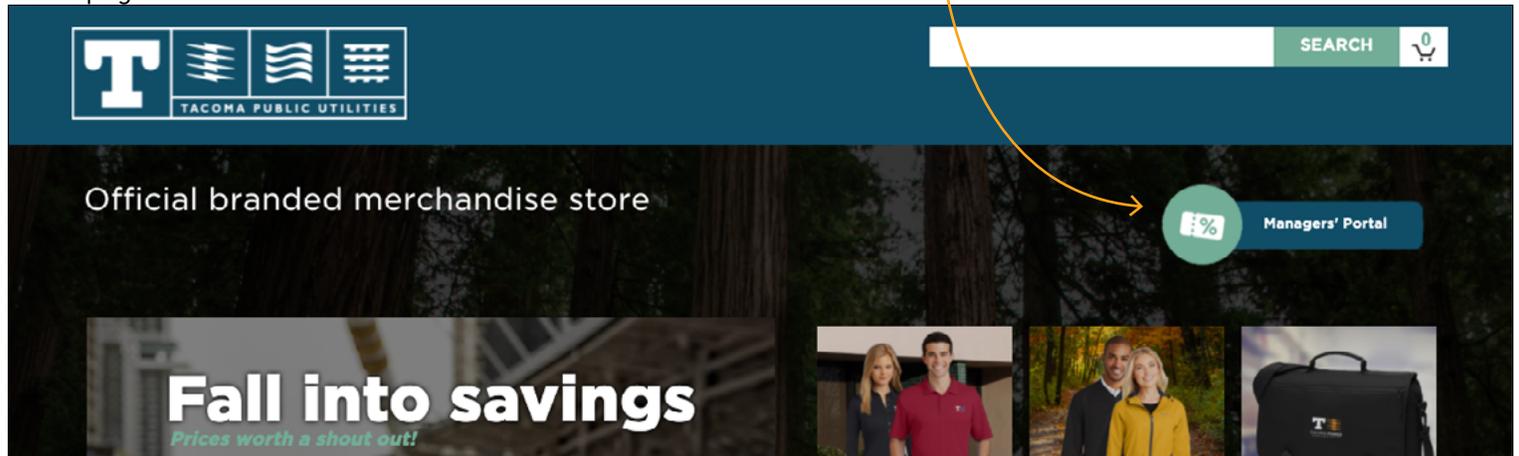


Managers Portal

To access the Manager's Portal, [click the link available on the homepage](#).

Fill out the form with your details; the coupons will be emailed you with within two business days.

Homepage:



Portal:

Reward employees with discounts using this form

You can use a Cost Center # from your department to buy coupons. Fill out and submit the form below, and we'll email your coupons within two business days.

What type of coupon would you like to receive?

How many coupons do you need?

What is your full name?

What is your work email address?

What is your phone number?

To pay using your department's cost center, we need a little more information.

Cost Center #

Department

Name of supervisor authorizing your purchase

If you have questions, please contact [Sonja Bert](#).