

Thomas Printworks' eOrder site may be accessed directly by going to eorder.ThomasPrintworks.com, or from Thomas Printworks' website, ThomasPrintworks.com.

- 1 From the Thomas Printworks home page, click on the “**Place an eOrder**” button.



- 2 If you are a first time user and do not have a user profile, you will need to create a profile before you can use the eOrder system. To do so, select the “Create new eOrder Profile” link.

eOrder Login



Email Address:

Password:

Remember Me

SUBMIT

[Create a new eOrder profile](#) | [Forgot your password?](#)

NEED HELP? 
Download the Tutorial. 

Note: If you already have login credentials, please proceed to step 5.

3

Fill in all required information.

Register for an eOrder Account

Username		Contact Information	
E-mail Address *	<input type="text"/>	Account Type *	(Please Select) ▼
		Company Name *	<input type="text"/>
		First Name *	<input type="text"/>
Password (at least 7 characters with at least 1 letter and 1 number)		Middle Name	<input type="text"/>
Password *	<input type="text"/>	Last Name *	<input type="text"/>
Confirm Password *	<input type="text"/>	Address 1 *	<input type="text"/>
		Address 2	<input type="text"/>
		City *	<input type="text"/>
		State *	(Please Select) ▼
		Zip Code *	<input type="text"/>
Security Question		Country *	United States ▼
Security Question *	(Please Select) ▼	Work Phone *	<input type="text"/> Ext. <input type="text"/>
Your Answer *	<input type="text"/>	Work Fax	<input type="text"/>
		Cell Phone	<input type="text"/>

4


It is important that your email address is correct. You should double check that you have entered your email address correctly. An email will be sent to you which requires you to validate your email address. When finished filling in all the required information, click “**Submit**”. Once your email address is validated, your account is ready to use.

5

Now that you have your login credentials, you may log in to the Thomas Printworks eOrder portal. Enter your email address and password in the appropriate fields, and click “**Submit**”.

eOrder Login

Email Address:	<input type="text"/>
Password:	<input type="text"/>
<input checked="" type="checkbox"/> Remember Me	
<input type="button" value="SUBMIT"/>	
Create a new eOrder profile Forgot your password?	

NEED HELP? Download the Tutorial. 

6

After you enter your login information, you will be in the main eOrder page. Choose the appropriate service for the order you wish to place (e.g., CAD Printing, Small Format Printing, Wide Format Printing, Digital Press or Archive Only). You may choose multiple services on a single order.

Thomas Printworks Services Portal

CHECK OUT **MY ACCOUNT** **LOG OUT**

CAD Printing **Small Format Printing** **Wide Format Color Printing** **Digital Press Printing** **Archive Only**

Service Type	Service Summary
--------------	-----------------

7

For each service chosen, you will be asked to provide basic information about your order, such as how many copies you would like printed. Please complete all the required information for each service.

CAD Printing | Specifications

Service Type B&W CAD Color Combination

Print from archive? No Yes

Number of Originals *

Full Size Copies (Please Select)

Half Size Copies (Please Select)

Reduce / Enlarge Percentage Scale to Fit

Final Output Size

Output To

Media Type *

Binding Type *

Special Instructions

CANCEL **NEXT**

8

After filling in your requirements, you have an option to archive your documents in Thomas Printworks' document management system. If you choose to archive your documents, you may be billed additional archiving charges.

CAD Printing | Document Management

Note: Additional fees may be incurred for archiving.

Do not archive my documents
 Archive my documents

Add to existing archive Yes No (Thomas Reprographics will create a new archive)

Project Name / Number * Issue Name * Issue Date *

Other Information

[PREVIOUS](#) [NEXT](#)

9

For each service you choose, you may upload files.

CAD Printing | File Upload

File Name	File Size
<input type="button" value="Upload Files"/>	

[PREVIOUS](#) [ADD TO CART](#) [PROCEED TO CHECKOUT](#)

10

If you are ready to check out at this point, you may click the “**Proceed to Checkout**” button to proceed to the Checkout screen. Otherwise, to add additional items to your order, click the “**Add to Cart**” button.

CAD Printing | File Upload


File Name	File Size
<input type="button" value="Upload Files"/>	


[PREVIOUS](#) [ADD TO CART](#) [PROCEED TO CHECKOUT](#)


You will be sent back to the main page, and your files will appear in your shopping cart as shown in the example below.


Thomas Printworks Services Portal


[CHECK OUT](#) [MY ACCOUNT](#) [LOG OUT](#)







CAD Printing


Small Format Printing


Wide Format Color Printing


Digital Press Printing


Archive Only



Service Type	Service Summary	
CAD Printing	Number of Originals: 1, Full Size Copies: 2, Half Size Copies: 0	 
Small Format Printing	Number of Originals: 1, Copies: 2, Size: 8.5 X 11	 
Wide Format Color Printing	Presentation	 


11


When you finished building your order, click on “**Check Out**”.


Thomas Printworks Services Portal


[CHECK OUT](#) [MY ACCOUNT](#) [LOG OUT](#)







CAD Printing


Small Format Printing


Wide Format Color Printing


Digital Press Printing


Archive Only


Service Type	Service Summary	
CAD Printing	Number of Originals: 1, Full Size Copies: 2, Half Size Copies: 0	 
Small Format Printing	Number of Originals: 1, Copies: 2, Size: 8.5 X 11	 
Wide Format Color Printing	Presentation	 

12

Fill in all the appropriate information about your order (e.g., due date and time, project number, PO number, etc.) If you have an estimate for your order, please provide the estimate number. Also, specify any notes or special instructions about your order here.

Order Information

Due Date: * Due Time:

Project Name / Number: * I don't have a project name
 I have a project name / number

PO Number

Estimate Number

Order Notes

PREVIOUS **NEXT**

13

You may attach transmittal information to your order if necessary. Select from the pulldown menu the closest Thomas Printworks location to process your order. You may also specify the method of delivery or you may choose to pick up your order. Make sure the information you provided is correct, and click “**Submit Order**” to complete your order. Your eOrder is now complete!

Shipping Information

Transmittal Attached (None specified)

Select Branch *

Delivery Via *

Additional Order Recipients if no Transmittal is attached

| |

Company	Name	Work Phone	After Hours Phone

PREVIOUS **SUBMIT ORDER**