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 Order** button.

   PLACE AN ORDER

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

E-mail Address *

Password
(at least 7 characters with at least 1 letter and 1 number)

Password *

Confirm Password *

Security Question

Security Question *   (Please Select)

Your Answer *

Contact Information

Account Type *   (Please Select)

Company Name *

First Name *

Middle Name

Last Name *

Address 1 *

Address 2

City *

State *   (Please Select)

Zip Code *

Country *   United States

Work Phone *   Ext.

Work Fax

Cell Phone

SUBMIT   CANCEL

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:

Password:

☐ Remember Me

SUBMIT

Create a new eOrder profile | Forgot your password?

Need help?
Download the Tutorial.

PDF
Adobe

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 / Construction Drawing Printing | Small Format Printing | Wide Format Color Printing | Digital Press Printing | DFS 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 / Construction Drawing Printing | Specifications

Service Type	● B&W ○ CAD Color ○ Combination
Print from DFS?	● No ○ Yes
No. of sheets / pages *	[ ]
Full Size Copies	[ ] (Please Select) ▾
Half Size Copies	[ ] (Please Select) ▾
Reduce / Enlarge	[ ] ● Percentage ○ Scale to Fit [ ]
Final Output Size	[ ]
Send Files via	None ▾
Paper / Media Type *	(Please Select) ▾
Binding Type *	(Please Select) ▾
Special Instructions	[ ]

CANCEL   NEXT

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

CAD Printing | Document Management

Note: Additional fees **WILL** be charged for posting to DFS.

○ Do not archive my documents

● Upload my documents to DFS for future print requests

Add to existing archive ○ Yes ● No (Thomas Printworks will create a new project in DFS)

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**

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**

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 / Construction Drawing Printing	Small Format Printing	Wide Format Color Printing	Digital Press Printing	DFS Only

Service Type	Service Summary	
CAD Printing	Number of Originals: 1, Full Size Copies: 1, Half Size Copies: 0	
Small Format Printing	Number of Originals: 3, Copies: 2, Size: 8.5 X 14	
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 / Construction Drawing Printing	Small Format Printing	Wide Format Color Printing	Digital Press Printing	DFS Only

Service Type	Service Summary	
CAD Printing	Number of Originals: 1, Full Size Copies: 1, Half Size Copies: 0	
Small Format Printing	Number of Originals: 3, Copies: 2, Size: 8.5 X 14	
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:	07:00 AM ▾

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)   [Upload Files]

Select Branch *   [(Please Select) ▾]

Delivery Via *   [(Please Select) ▾]

Additional Order Recipients if no Transmittal is attached

⊕ Add | ⊖ Delete | ⊖ Remove All |

Company	Name	Work Phone	After Hours Phone
Thomas Printworks	Kris Hunt	972-231-7227	

PREVIOUS   **SUBMIT ORDER**