


 AMBER MESCUE

# HOW TO CLONE YOURSELF

## PROCESS EXAMPLE

### *Place Product Orders*

WHAT	Use this guide to place WHCC product orders via Roes. The process is organized by product type for easy ordering reference.
GOAL	Placing product orders right the first time, will help us save money on misprints.
WHO	Albums <ul style="list-style-type: none"> <li>Responsible - Client Experience Manager/Informed Owner</li> </ul> Prints <ul style="list-style-type: none"> <li>Responsible - CoFounder/Informed</li> </ul>
TOOLS	Roes <ul style="list-style-type: none"> <li>Application downloadable to your desktop, leverage this to place orders for WHCC</li> </ul>
WHEN	WHCC is our primary print partner. This process will be used for all standard print orders. Custom print orders will be specified by the photographer.

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## PROCESS

### *Album Orders*

1. Choose "press printed album"
2. Look up and select "Square"
3. "10 spread side" and size depending on order (i.e. 10×10)
4. Size options "Pearl UV Coat"
5. Cover options "non padded"
6. Cover material "Premium Black Leather"
7. Choose "folder" and select the folder from your files that you wish to upload into the album.
  - a. It will pull all of the .jpgs in the folder to be able to use in the album. Files must be in jpg format to order.
8. Drag jpg file onto album on its respective page
9. "Add to order"
10. "Review order"
11. Find client address in paypal order.
12. Choose "drop ship" and enter client address per paypal order so that the product will be sent directly to client and not to business address.
13. For albums, choose "premium shipping" and it will come wrapped and with a bow.
14. Confirm that payment will be through "Amber McCue" account, account details should be listed.


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<p>PROCESS <i>CD Case Orders</i></p>	<ol style="list-style-type: none"> <li>1. Choose "CD and DVD Cases"</li> <li>2. CD Case Single</li> <li>3. In CD Case Single Options, keep it on "Lustre Paper with Matte Laminate"</li> <li>4. Choose jpg from folder, drag image to cd case.</li> <li>5. "Add to order", continue as album above.</li> </ol>
<p>PROCESS <i>Prints</i></p>	<ol style="list-style-type: none"> <li>1. Choose size of print             <ol style="list-style-type: none"> <li>a. If the order was placed for an 8×10, we have been ordering 8×12's because it fits the proportion of our jpg's and nothing will be cropped out).</li> </ol> </li> <li>2. Don't choose any upgrades, simply drag the file and add to order.</li> </ol>
<p>PROCESS <i>Mini Album</i></p>	<ol style="list-style-type: none"> <li>1. Mini Album</li> <li>2. Options "Pearl UV Coat"</li> <li>3. "Black Leather" Cover</li> <li>4. Choose files, be sure front jpg is aligned with front on WHCC item.</li> </ol>