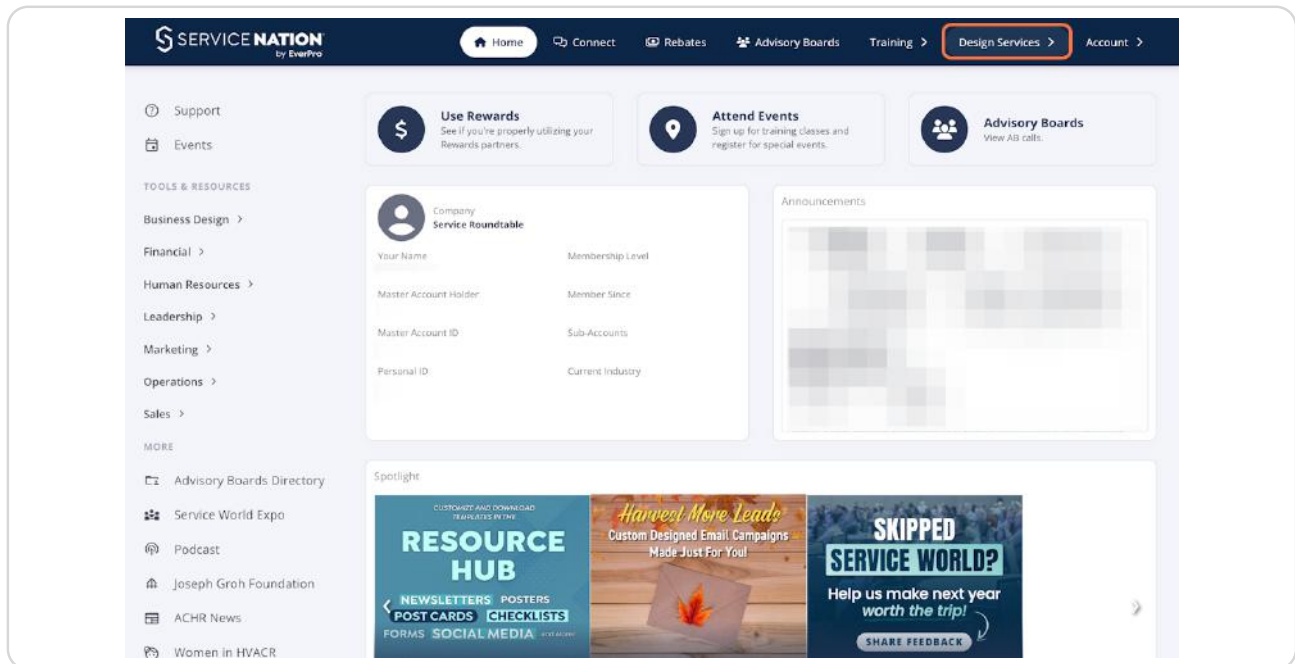


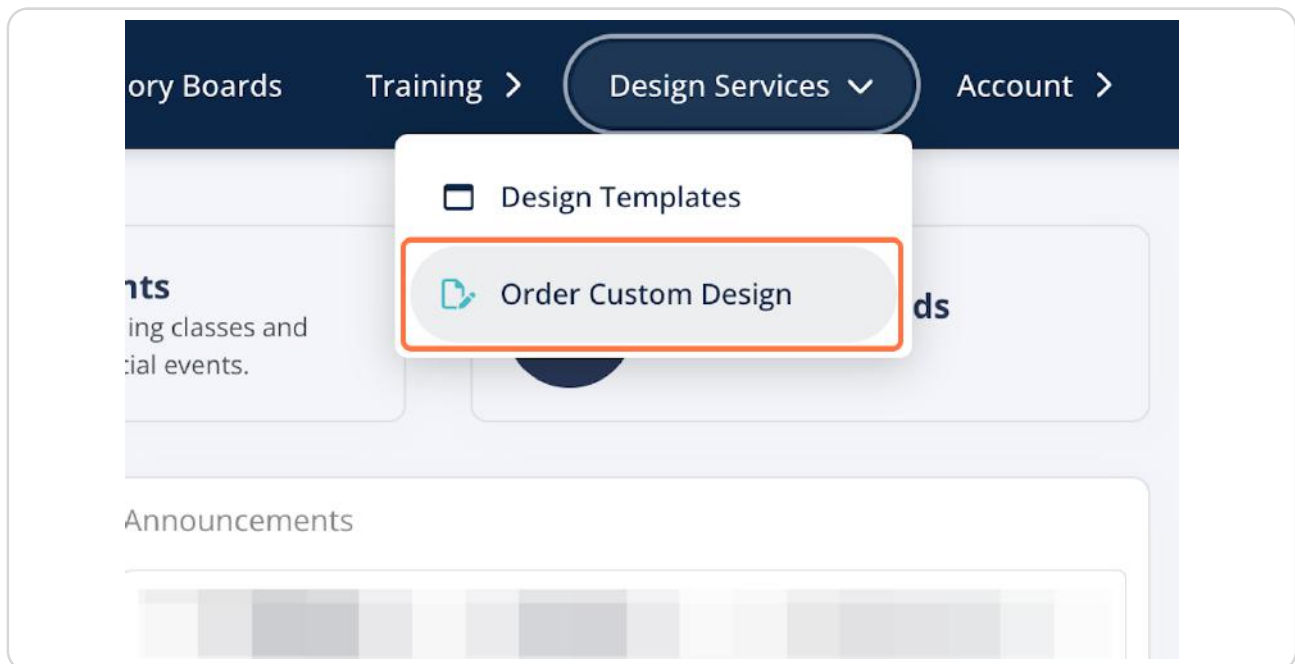
# How to Request a Custom Graphic Design Order

Log into [ServiceNation.com](https://www.servicenation.com)

## Click on Design Services

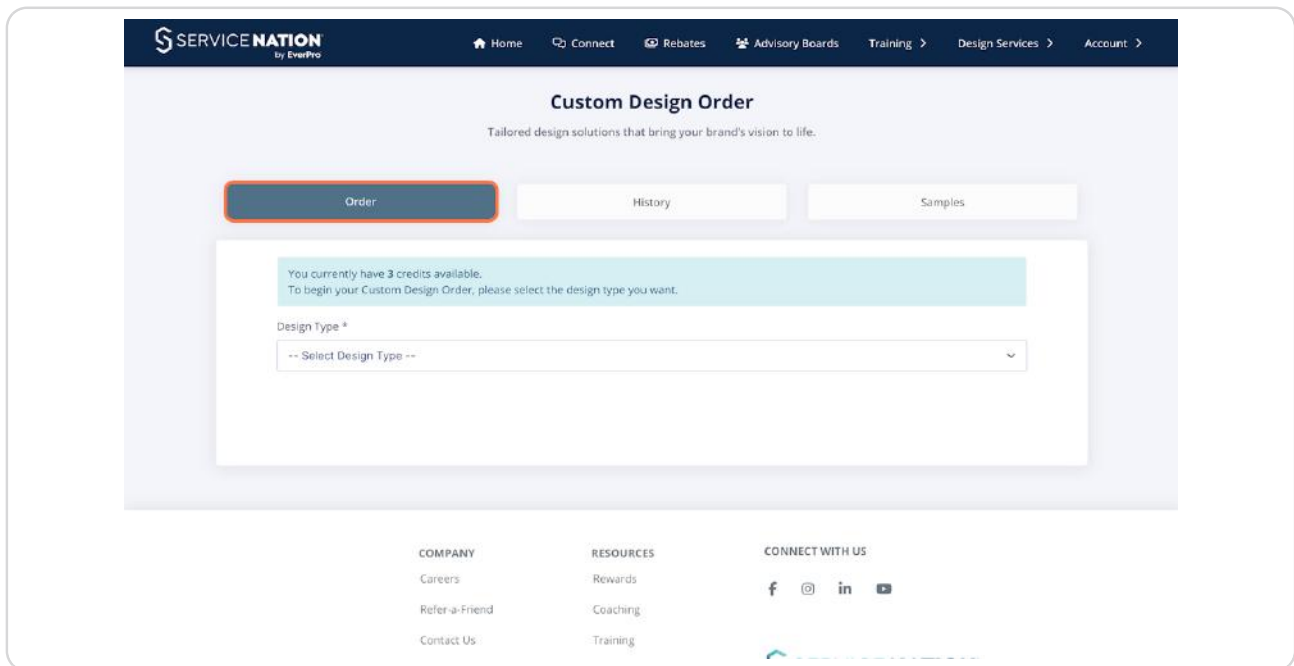


## Click Order Custom Design



## Welcome to the Custom Design Order page

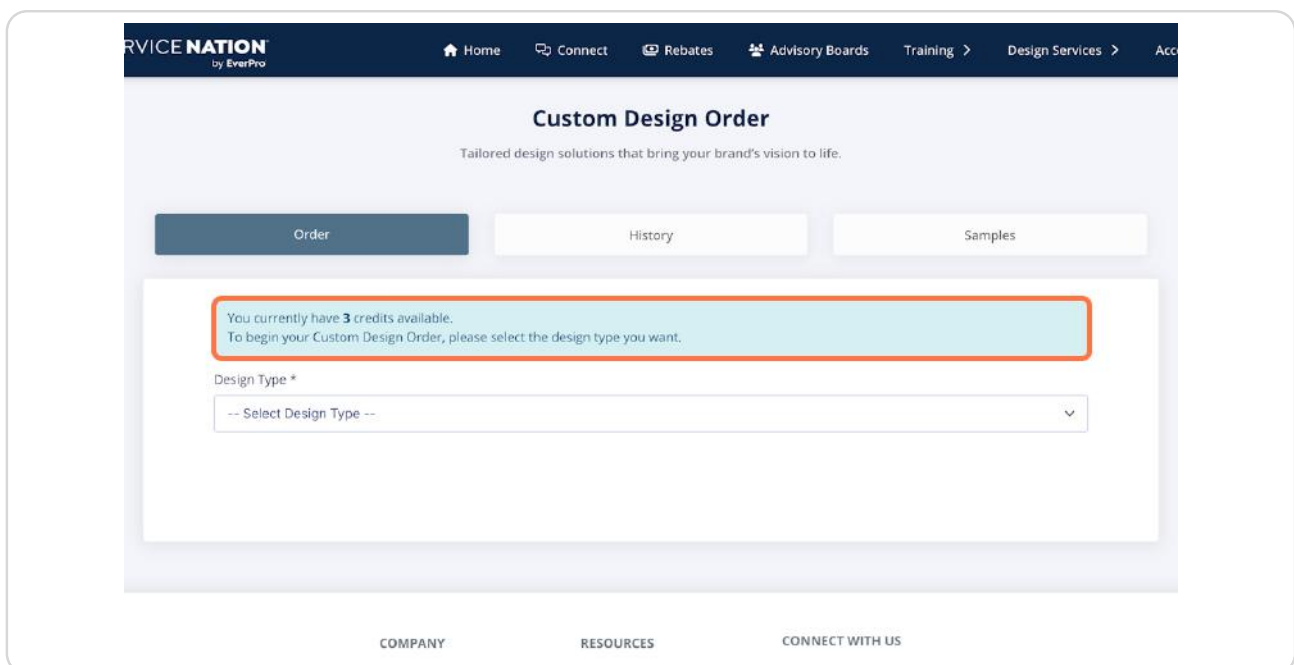
There will be 3 buttons at the top of the page. Make sure Order is selected.



## Here you can see how many design credits your account has

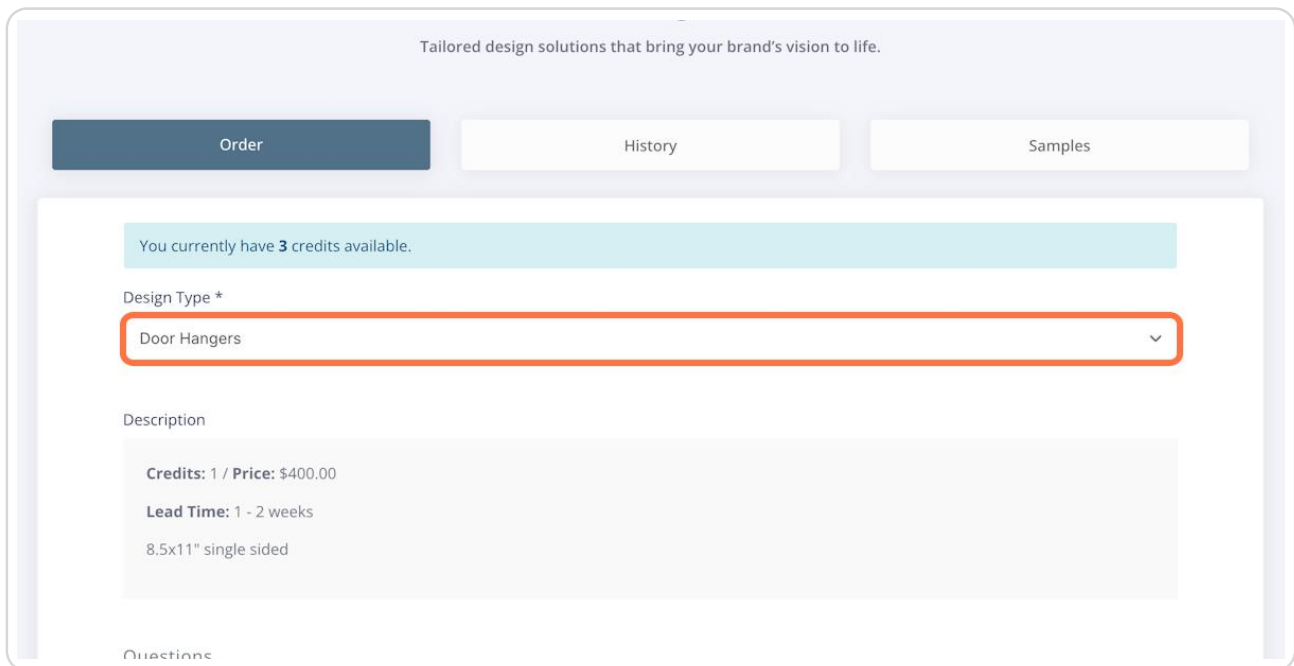
Note: Credits do not roll over from month to month. If you are an Alliance member, you will have 3 credits per month to use. Advanced members have one design credit each month, and Roundtable members have one annual design credit.

If you would like to have additional projects made you can always purchase these additionally with a credit card. Credits will be refreshed on the first of each month.



## Select from the dropdown which project you would like to request

Note: This is not a place to request samples. Please visit the Samples portfolio for examples.



Tailored design solutions that bring your brand's vision to life.

Order History Samples

You currently have 3 credits available.

Design Type \*

Door Hangers

Description

Credits: 1 / Price: \$400.00

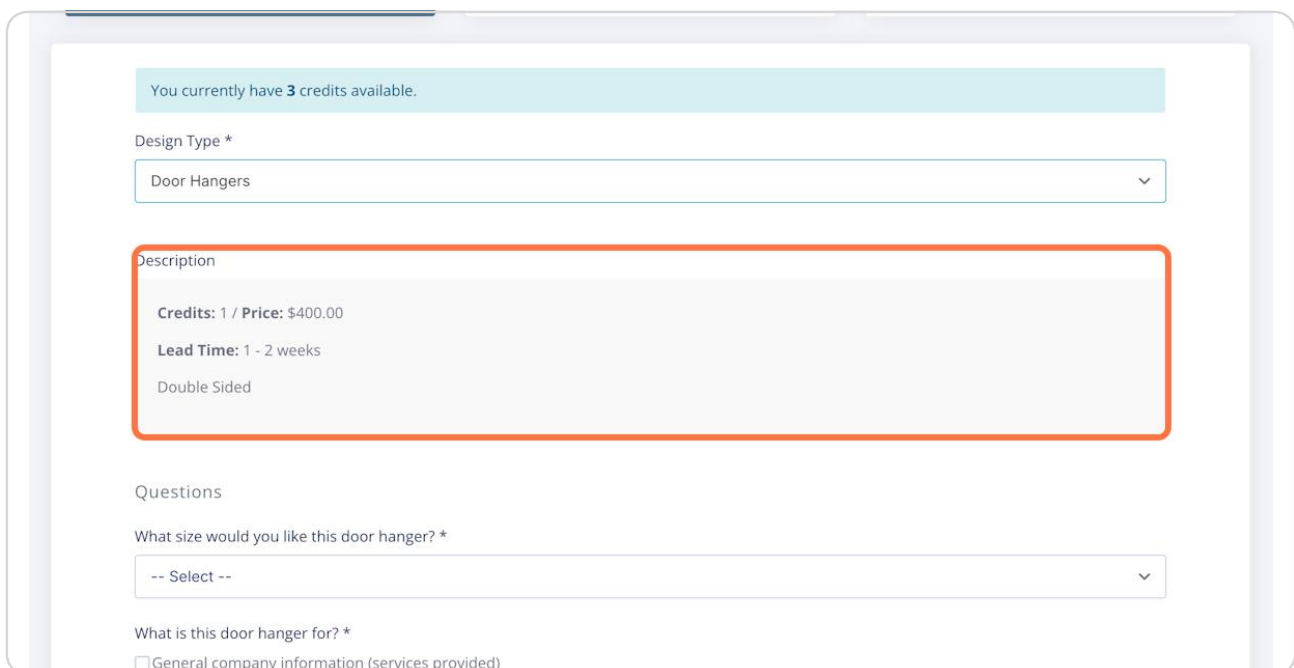
Lead Time: 1 - 2 weeks

8.5x11" single sided

Questions

## Once the project is selected you can see the cost by credits and/or dollars as well as the expected turnaround time.

Note: We do not offer rushed projects at this time.



You currently have 3 credits available.

Design Type \*

Door Hangers

Description

Credits: 1 / Price: \$400.00

Lead Time: 1 - 2 weeks

Double Sided

Questions

What size would you like this door hanger? \*

-- Select --

What is this door hanger for? \*

☐ General company information (services provided)

## Please continue filling out the form

The more information provided here, the faster we can start designing your project.

## The Billing Section

Here, you'll see how many credits you currently have and how many this project will use. If you don't have enough credits to cover the full project, a credit card option will appear so you can enter your payment information.

Billing

You currently have 3 credits available.

Payment Options \*

☒ 3 Credits + \$400.00 Card payment

Total (incl. tax): \$400.00

Card Payment Options \*

☒ Full Payment with Alternate Credit Card

Payment Information\*

Card number

☐ I understand the alternate credit card will be charged and that no refunds will be given once the project is assigned to a graphic artist.

☐ No Print Services: I understand that digital, final files will be provided, and that physical projects/printing services are not provided at this time.

☐ I understand that turnaround time is not a guarantee and that I will be sent a confirmation email containing a form to fill out based on the kind of project requested that must be completed prior to my project being assigned to a graphic artist.

**Please read and check the boxes to agree and continue. Then press the Submit button to proceed with your request.**

Additional Information

☐ Please check this box if you are placing another order for the same item on the same date.

Billing

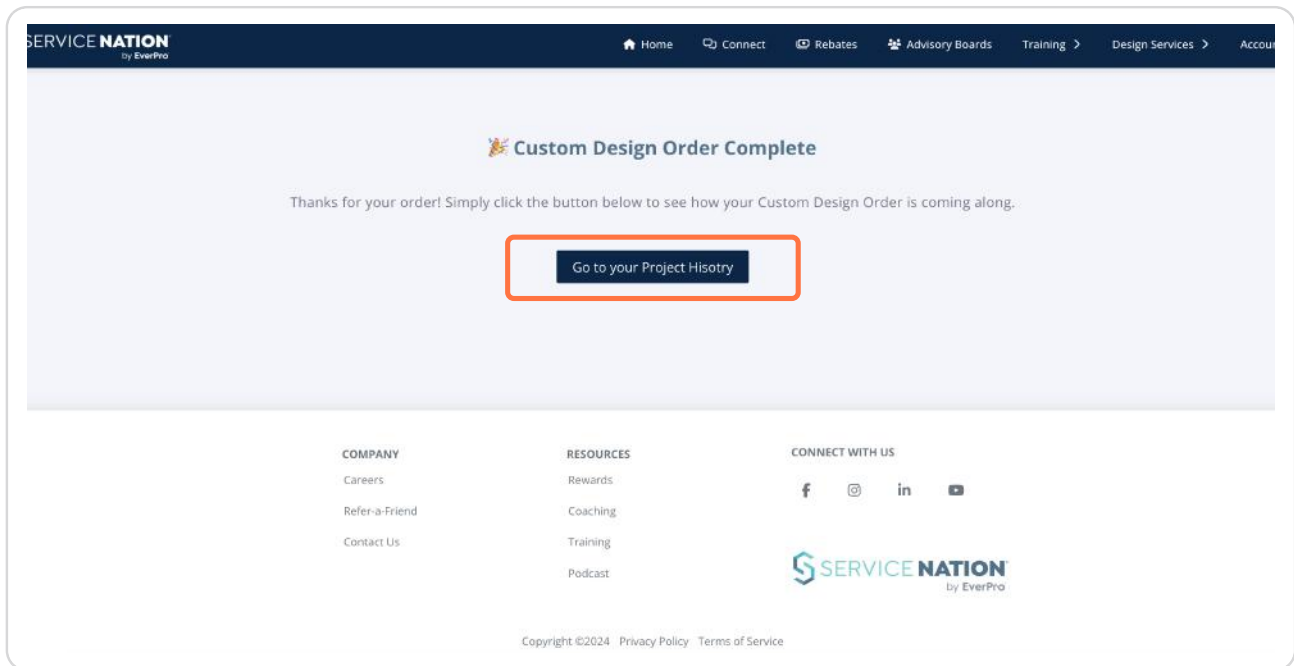
You currently have 3 credits available.

Payment Options \*

☒ 1 credit

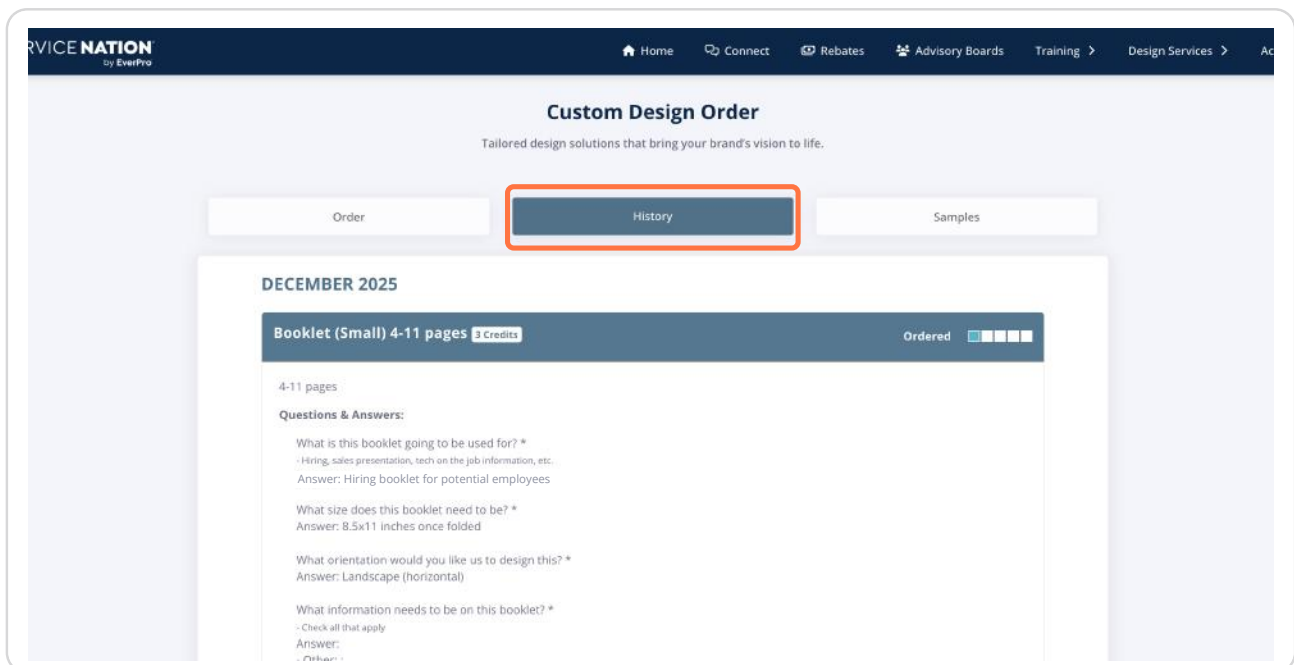
☒ No Print Services: I understand that digital, final files will be provided, and that physical projects/printing services are not provided at this time.

☒ I understand that turnaround time is not a guarantee and that I will be sent a confirmation email containing a form to fill out based on the kind of project requested that must be completed prior to my project being assigned to a graphic artist.



## After submitting your project, you should see it appear under the **HISTORY** section. The status will appear as **ORDERED**.

You will receive an automated confirmation email. You can see your projects you have requested, their status and details, and the designer assigned to them.



**At the bottom of the project requested, click on "Upload" to upload any files that will go with or pertain to the project requested. (Ex. Logo files, PDFs, or Word documents)**

Answer: x

**Uploaded Files:**

No files have been uploaded for this project yet.

**Project Progress:**

Upload

**Select files from your computer and select Upload again when all files are loaded.**

**Uploaded Files:**

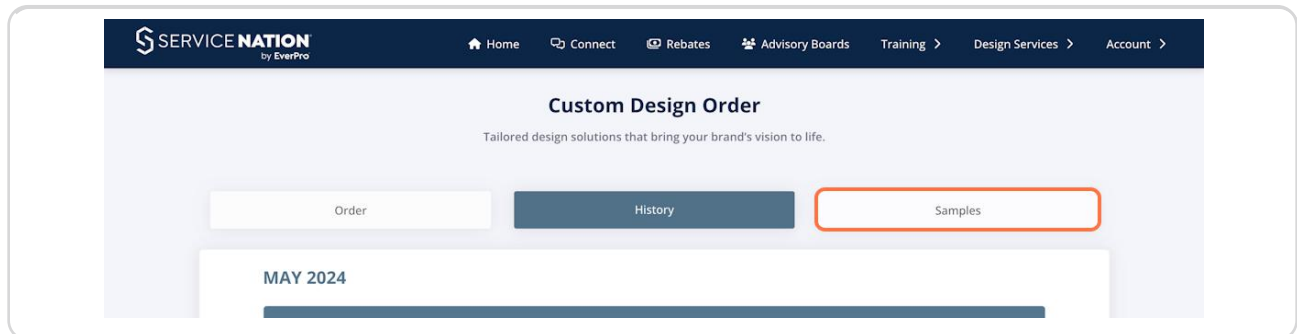
Choose File Service\_Nation\_EP\_logo.png

No files have been uploaded for this project yet.

Upload

Cancel

If you ever need to see ideas or samples of projects we have done in the past, please visit our Graphics Portfolio. You can visit by clicking on the Samples button at the top or by clicking or scanning the QR code below.



See examples of print & digital projects, large signage, in-house documents, email design services, and much more!

