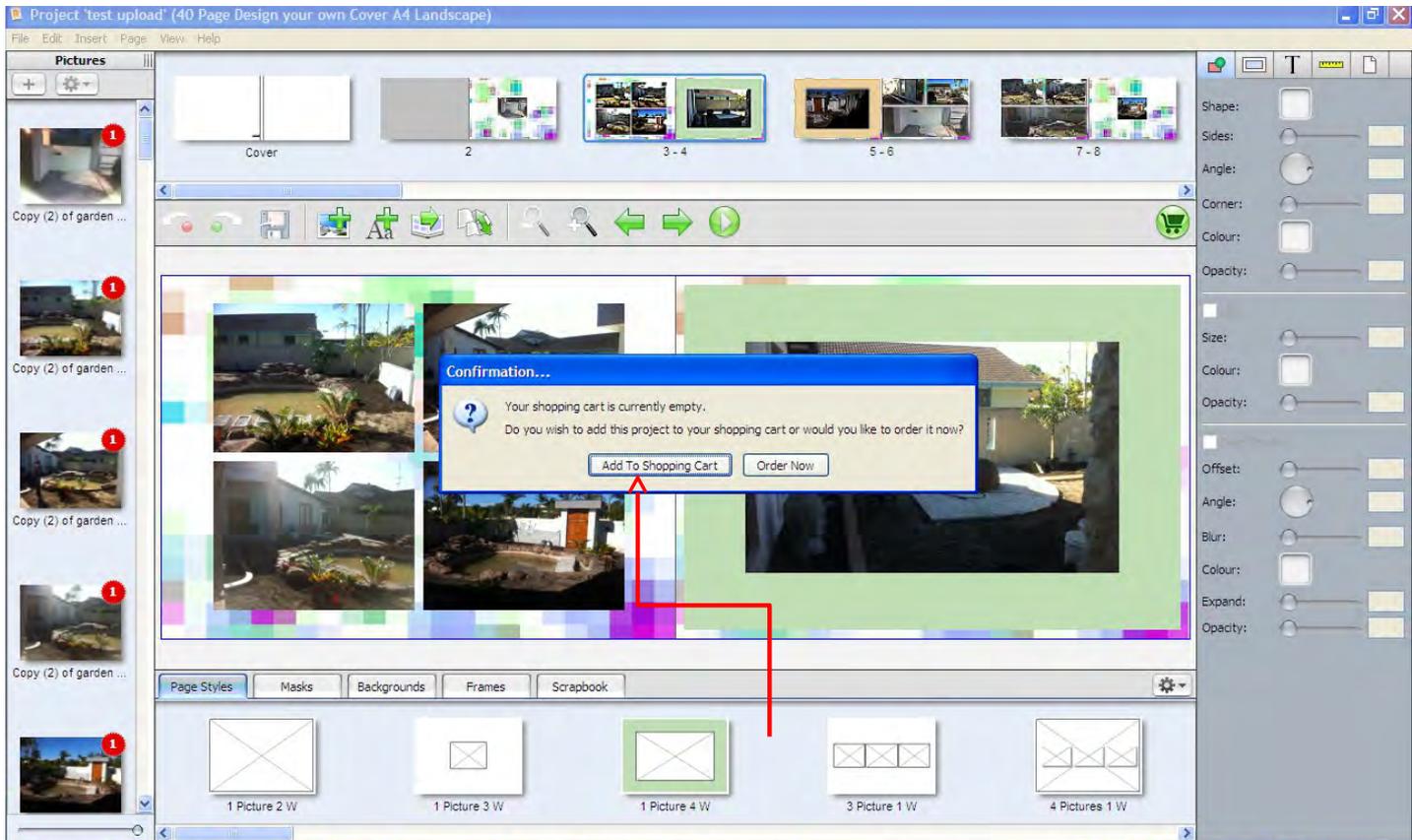


To make the order you need to either click on file and order or the green shopping cart



If you have a multi purchase voucher this is where you can enter your projects into the Shopping cart so they can be ordered together as one order. If you do not have a multi-purchase voucher then click on order now to complete the order process and go to page 5 of this guide.

Create a New Project

Open an Existing Project

View Shopping Cart

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[pics@photobooksrus.com.au](mailto:pics@photobooksrus.com.au) [www.photobooksrus.com.au](http://www.photobooksrus.com.au)

Once you have all of your projects in the shopping cart it is time to order. Simply click on the View Shopping Cart Button

Shopping Cart...

Name	Type	Date Modified
test upload Ready To Order	40 Page Design your own Cover ...	Monday, 24 September 2012, 9:02 AM
100pp test Order In Progress	100 Page Design your own Cover ...	Friday, 14 September 2012, 3:03 PM
100pp x 1 test Order In Progress	100 Page Design your own Cover ...	Friday, 14 September 2012, 3:03 PM
70 page test Order In Progress	70 Page Design your own Cover ...	Wednesday, 19 September 2012, 10:16 AM
black iphone test1 Order In Progress	Single iphone 4 Cover BLACK EDGE	Thursday, 20 September 2012, 9:27 AM

Confirmation...

You are about to order the following projects:  
test upload  
Are you sure you wish to continue?

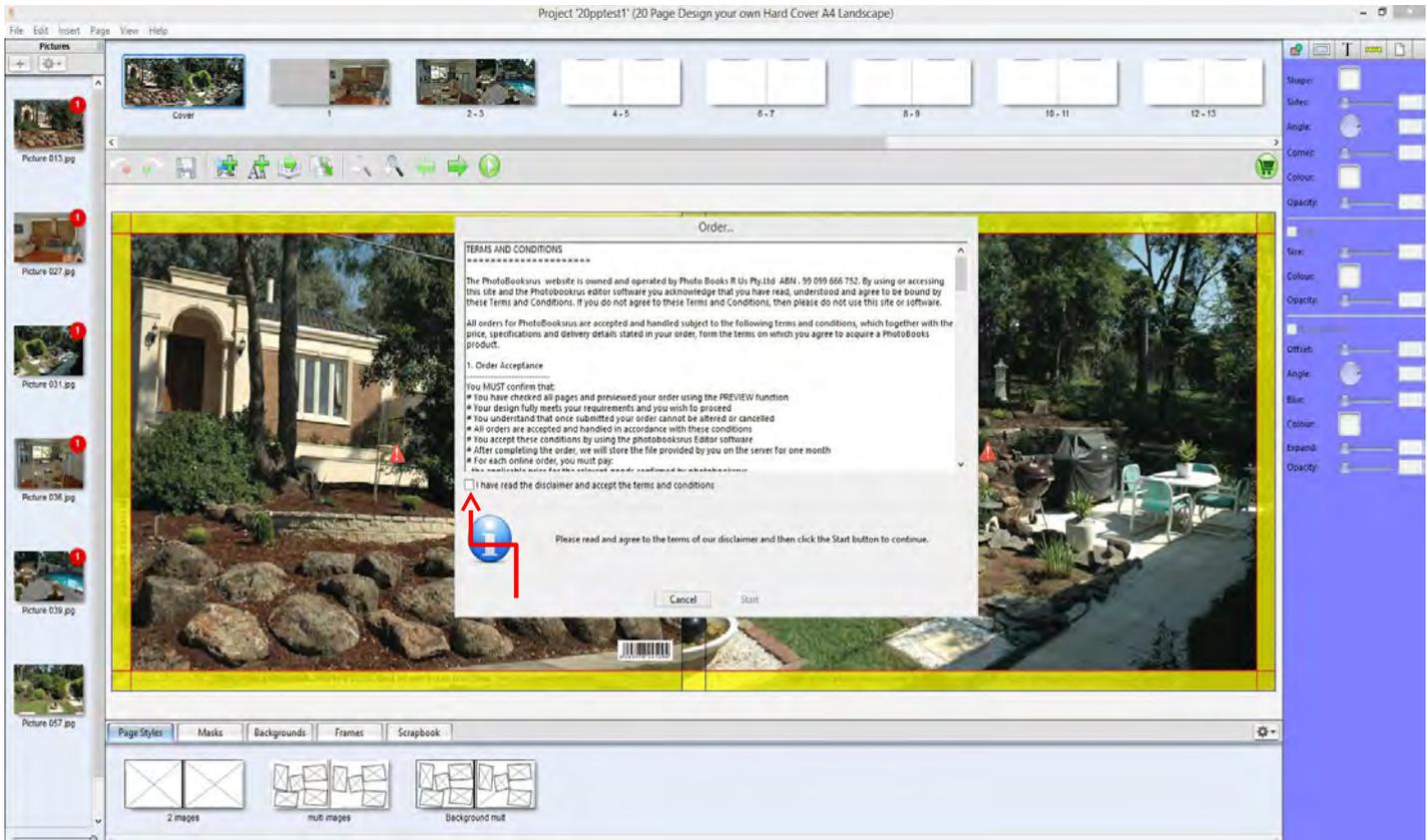
Yes No

Remove Project Order Close

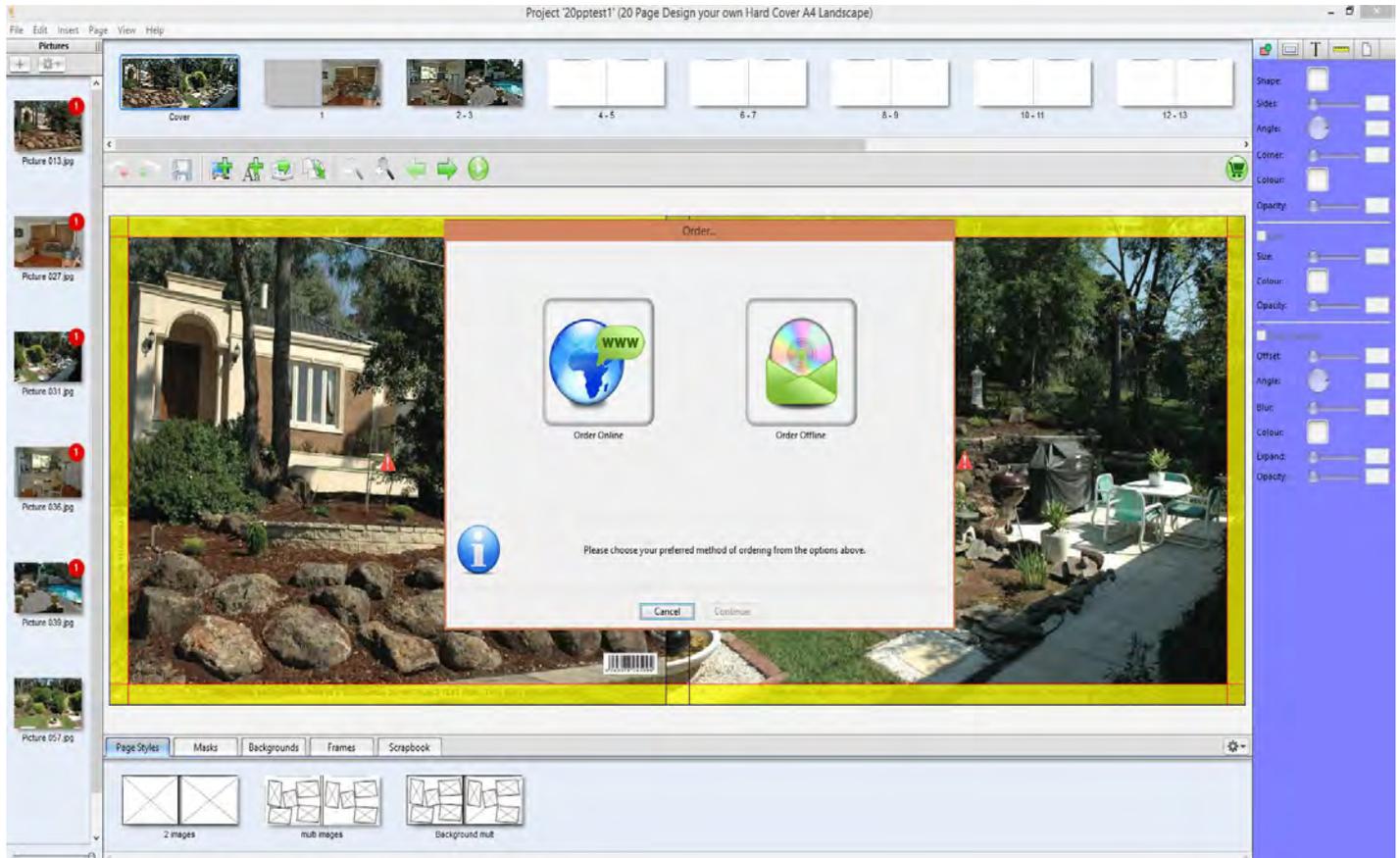
Quit

v3.2.0 (3.2.0) - Tuesday, 1 May 2012

Click on the project that has **READY TO ORDER** in green then the order button will appear down the bottom, please click on it and if you are ready to order click yes in the confirmation window. You will then be directed to complete the ordering process.



The software will perform a check to ensure all images are of a print standard and show you the terms and conditions which you must tick the accept check box, then click start.



You will then move into the ordering process, click Order Online to upload the files directly to PBRS or click on Order Offline to Mail the files to PBRS.

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## Do You Need A Professional Print Solution?

Our sister company, CPG offers a wide range of commercial print products and services for businesses both large and small.

- Flyers & Brochures
- Training Manuals
- Annual Reports
- Tender Documents
- General Contracts
- Legal Printing & Copying
- Business Cards
- Promotional Products
- Letterheads & Envelopes
- Folders & Bound Books
- Adhesive Labels
- Large-Format Printing
- And Much More!

To talk to us about your print needs today, call us now on

# 1300 655 956

**COLLINGWOOD PRINT GROUP**  
print & digital communications 

### Sign In

Username: \*

Password: \*

[Forgotten your Password?](#)

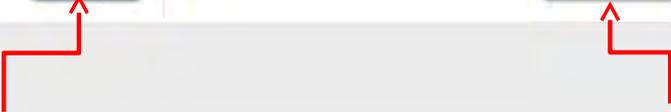
*\* Note: Fields marked with an asterisk must be completed.*

[Sign in](#) 

Shopping with us is quick and easy. Use your account to:

- ▶ Order and share your projects
- ▶ Track your orders
- ▶ View your order history
- ▶ Reorder your projects

[Create an account](#) 



This is the Web Browser Window if you have your login details enter them here. If you do not then you will need to create a User ID, this is where PBSR gathers your Delivery and Contact Details from.

**New Account**

**Login Information**

Login:  \*

Re-type Login:  \*

Password:  \*

Re-type Password:  \*

**Contact Information**

Country:  \* 

First Name:  \*

Last Name:  \*

Company Name:

Address Line 1:  \*

Address Line 2:

Address Line 3:

Address Line 4:

Town/City:  \*

County:

State:

Postcode:  \*

Telephone Number:  \*

Email Address:  \*

This is the form that needs to be filled out, this is unique to you and this is where we obtain Your delivery details and contact details.

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My cart Shipping/Billing Payment Confirmation

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Item 1	Quantity	Price
Project Name: 20pptest1 20 Page Design your own Hard Cover A4 Landscape	1	\$62.73
<b>Product Options</b> <span>Hide</span>		
Cover - Cover		
 Unbind self covers <i>Self covers with customers Pictures and Text</i>		\$0.00
UPGRADE your paper selection here if the option is available for your product		
STANDARD 150 gsm GLOSS paper	<span>Change</span>	\$0.00
Add a Book Mark Ribbon for just \$5 they come in Black, Silver and Red		
 No thanks I would not like a Ribbon	<span>Change</span>	\$0.00
For just \$10 you can upgrade to a Classy High Quality Matt Finish to your Cover Here.		
No thanks please leave it as the standard GLOSS laminate for my Cover <i>Standard Gloss Finish</i>	<span>Change</span>	\$0.00
<b>Item Total:</b>		<b>\$62.73</b>

Cancel Continue

#### Cart Summary

Item Total: \$62.73

Shipping Cost: \$9.09

**Order Total: \$71.82**

#### Gift Cards

\$0.00

#### Support

Customer Support Line: 1300 655 956

Customer Support Email: forms@photobooksrus.com.au

This is the first page of the shopping cart. From here you can change the order quantity. And depending on the product you are ordering you can Upgrade your paper type, upgrade the cover to a Matt finish or add a book mark. When you are ready click on Continue to proceed to the next page.

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My cart Shipping/Billing Payment Confirmation

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# 1300 655 956

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### Shipping / Billing Details

Shipping Address	Billing Address
Martin Lindley PBR5 15 Sophie Ave Broadbeach Waters Goldcoast QLD 4214 Australia	Martin Lindley PBR5 15 Sophie Ave Broadbeach Waters Goldcoast QLD 4214 Australia
<input type="button" value="Change"/>	<input checked="" type="checkbox"/> Same As Shipping Address <input type="button" value="Change"/>

Shipping Method Shipping Cost (Australian Dollar)

<input checked="" type="radio"/> E Parcel (Australia Post) - APPLIES TO ALL HARD COVER PHOTOBOOKS, IPADS, AND GLASS PRODUCTS.	\$9.09
<input type="radio"/> Postage and Handling (standard mail) - Postage and Handling	\$13.64

Item Subtotal (including shipping): **\$71.82**

### Cart Summary

Item Total: **\$62.73**

Shipping Cost: **\$9.09**

**Order Total: \$71.82**

### Gift Cards

**\$0.00**

### Support

Customer Support Line:  
1300 655 956

Customer Support Email  
forms@photobooksrus.com.au

From this page you select the desired shipping method and double check your delivery details change if needed.

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My Cart Shipping/Billing Payment Confirmation

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Item 1	Quantity	Price
Project Name: 20pptest1 20 Page Design your own Hard Cover A4 Landscape	1	\$62.73
Product Options		Show ▲
Item Total:		\$62.73

#### Cart Summary

Item Total: \$69.00

Shipping Cost: \$10.00

Amount To Pay: \$79.00

#### Gift Cards

\$0.00

#### Support

Customer Support Line: 1300 655 956

Customer Support Email: forms@photobooksrus.com.au

#### Payment

Shipping Address	Billing Address
PBR5 PBR5 Photobooksrus PO Box 880 Thomastown VIC PBR5 Australia	PBR5 PBR5 Photobooksrus PO Box 880 Thomastown VIC PBR5 Australia
Shipping (E Parcel (Australia Post)): \$9.09	

#### Payment details

If you have been provided with a voucher code please enter it now and click the 'Redeem' button.

If you have a gift card please enter it now and click the 'Redeem' button.

Order Subtotal:	\$71.82
Australia GST (10.00%):	\$7.18
<b>Amount To Pay:</b>	<b>\$79.00</b>

#### Payment Method

Credit Card

PayPal

This is the summary page, if you have a voucher code or Gift Card enter it here and click Redeem or select preferred payment process. Once this is complete click on confirm order.

photo

My cart Shipping/Billing Payment Confirmation

## Order Confirmation

**Thank you! Your order has been accepted**

Your order number is: **OL81838086.**

An order confirmation email will be sent to you shortly.

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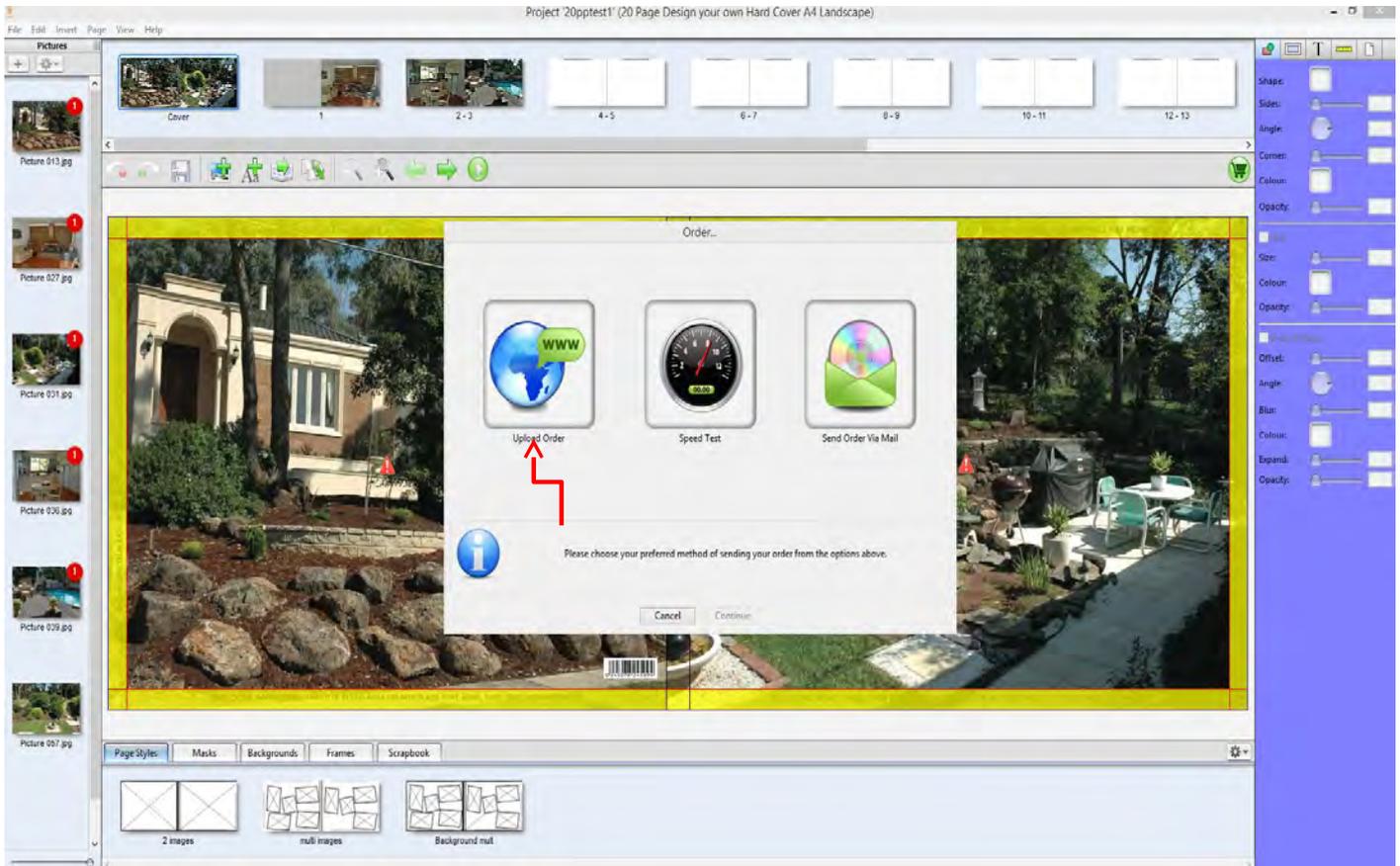
- Flyers & Brochures
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To talk to us about your print needs today, call us now on

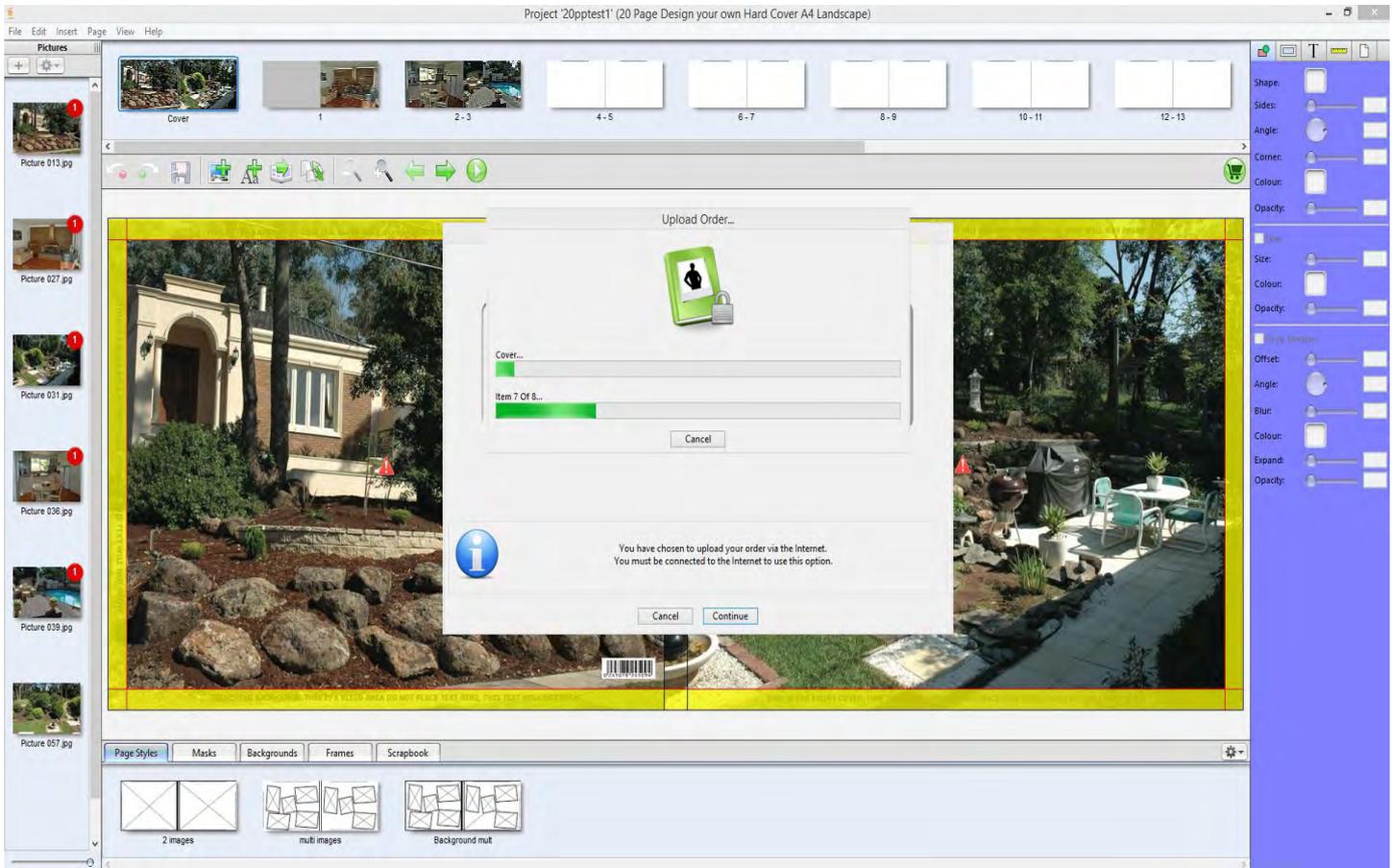
**1300 655 956**

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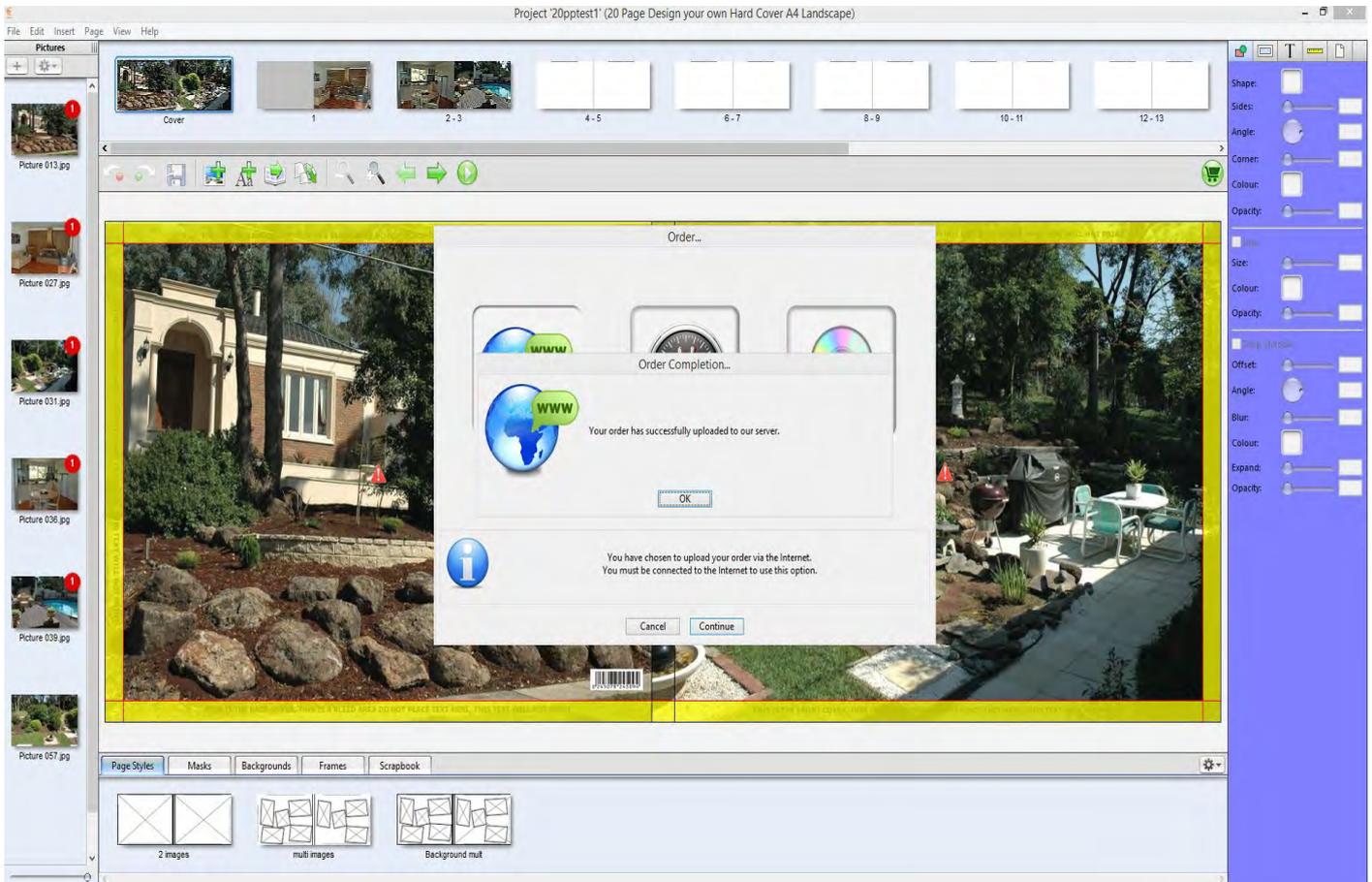
This is the order confirmation page please take note of the order number, you will receive an email from PBRs stating this number as well.



The PhotobooksRus software will now be asking for you to Upload Order or Send Order Via Mail. Please press Upload Order for the files to be sent via the Internet (normal) or if you have internet connection issues click on Send Order Via Mail. Now click on Continue



The software will create the order data and then upload it to the PBRs Servers.



When the upload is complete you will arrive at this page and your upload is complete.