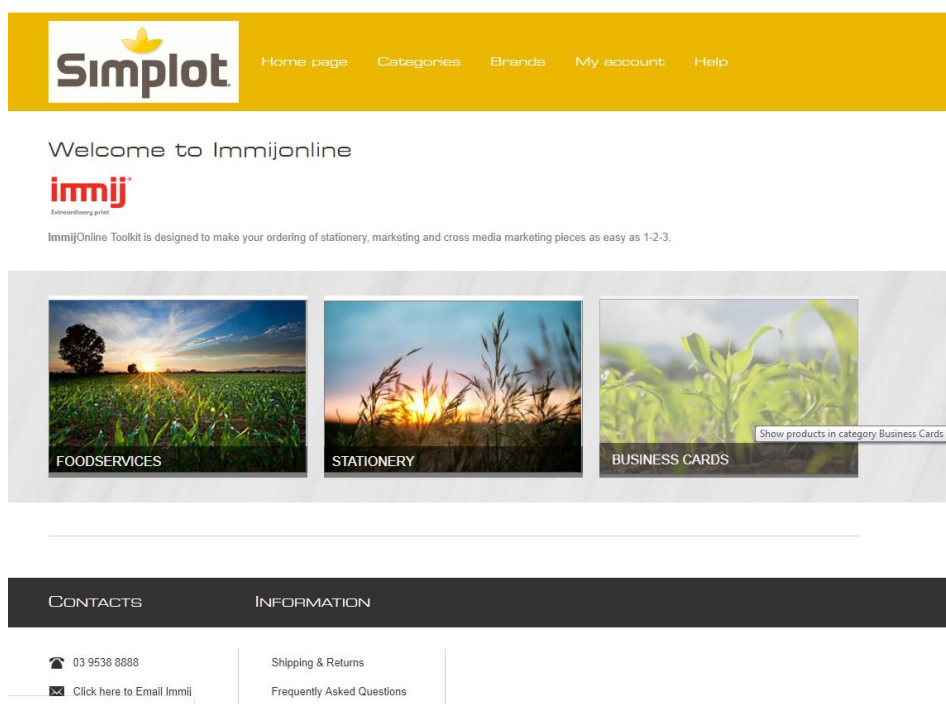


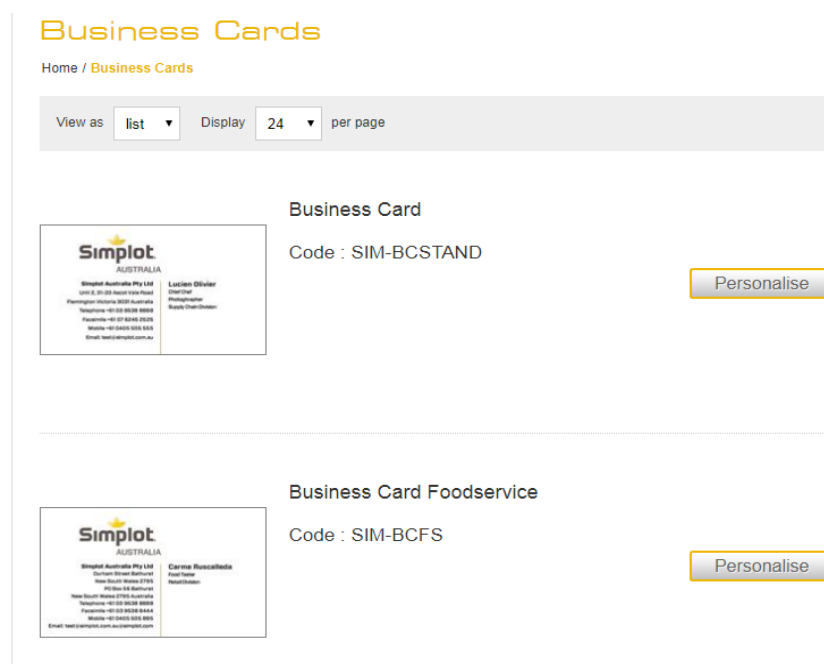
Immij Online business card ordering user manual

Please be advised that the website is suitable with the Google Chrome web browser

1. Simply sign into Immij Online using your supplied account details
2. Select the business card option



3. Select **Personalise** on the business card you require to add your details



For any business card queries, please contact Kate: kwilton@immij.com
or 03 9538 8818

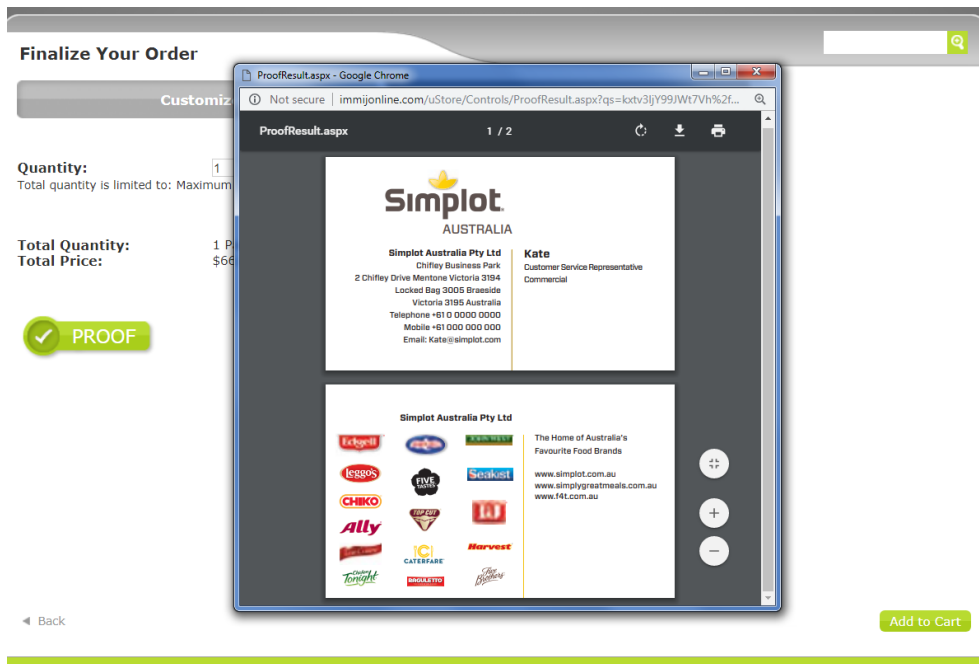
4. Fill in the required fields, then select **Next** to progress to the proof

The screenshot shows a web interface titled 'Customize' with a progress bar at the top indicating the current step. Below the progress bar, there are input fields for 'Name', 'Title1', 'Title2', 'Title3' (with a '<None>' dropdown), 'Telephone', 'Fax', 'Mobile', 'Email *' (with a '@simplot.com' dropdown), and 'Address' (with a 'Simplot Bathurst' dropdown). To the right of these fields is a preview of a business card for 'Simplot AUSTRALIA'. The card contains contact information for 'Simplot Australia Pty Ltd' and 'Lucien Olivier'. At the bottom of the form, there is a 'Refresh Preview' link, a 'Back' button, and a 'Next' button.

5. Select the **PROOF** button to preview the business card proof (another window will open which will allow you to enlarge the business card to check all details are accurate)

The screenshot shows a web interface titled 'Finalize Your Order' with a progress bar at the top indicating the current step. Below the progress bar, there are input fields for 'Quantity' (with a '1' in the box and a note 'Total quantity is limited to: Maximum 1000') and 'Total Price' (with a note '1 Pack \$66.00 AUS'). Below these fields, there is a 'PROOF' button with a checkmark icon. At the bottom of the form, there is a 'Back' button and an 'Add to Cart' button.

For any business card queries, please contact Kate: kwilton@immij.com or 03 9538 8818



6. If all details are correct, close the pop up window and select 'Add to Cart'
7. Repeat the above steps for multiple cards if necessary
8. Once all orders are placed, click into the shopping cart, enter the PO number then click 'Check Out' and add delivery details, click 'Continue' then 'Confirm' to submit the order

For any business card queries, please contact Kate: kwilton@immij.com
or 03 9538 8818