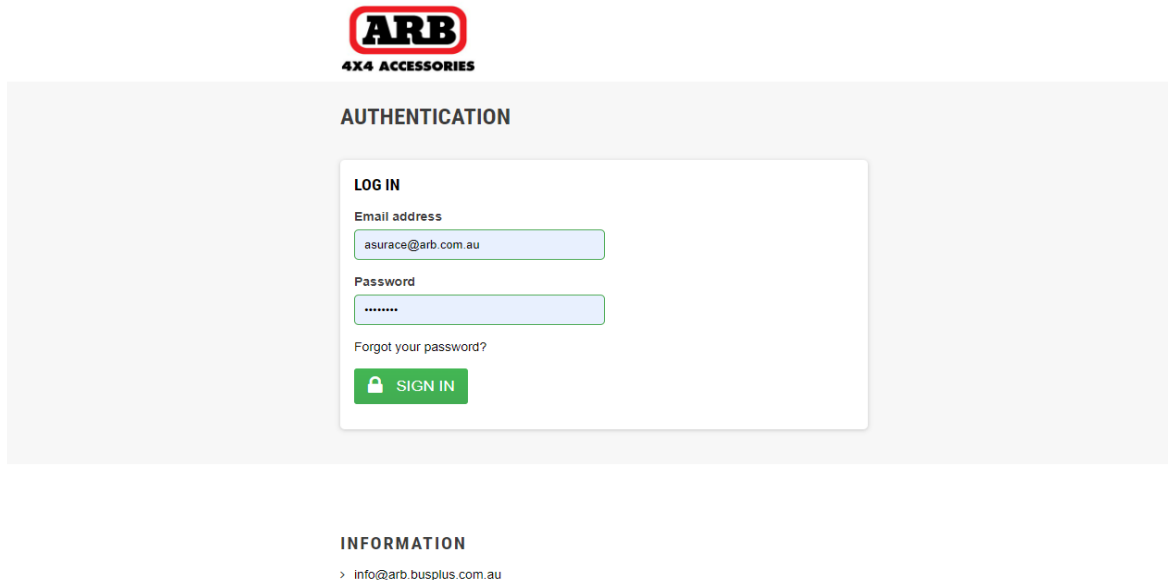


# ARB BUSINESS CARD ORDERING

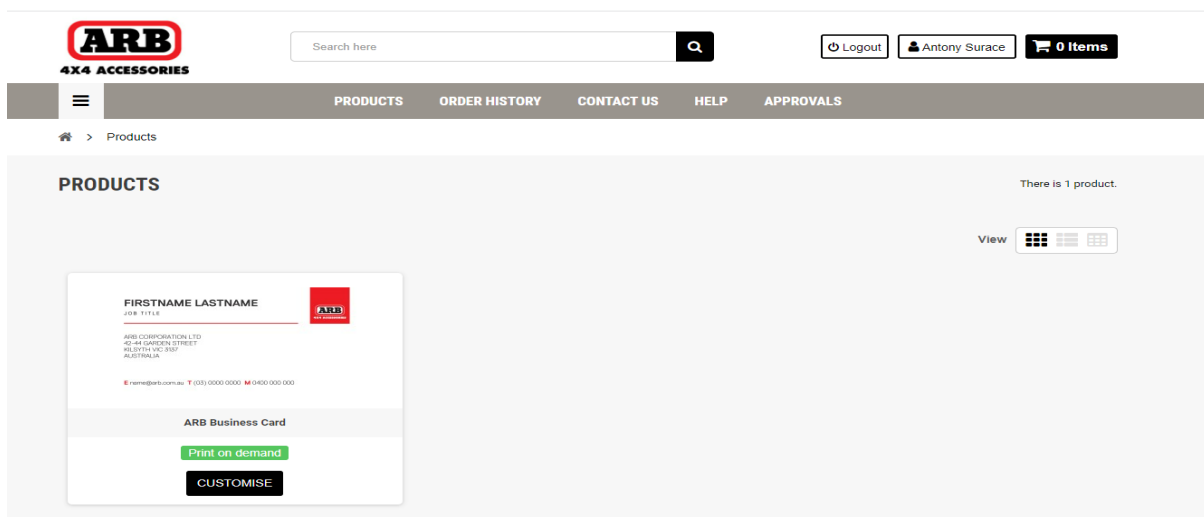
The following guide will assist you on how to order your business cards through using Southern Impact's website.

1. Head to the following address: <https://arb.busplus.com.au/>



The screenshot shows the ARB 4x4 Accessories website. At the top is the ARB logo with '4x4 ACCESSORIES' underneath. Below this is the 'AUTHENTICATION' section, which contains a 'LOG IN' form. The form has fields for 'Email address' (with the example 'asurace@arb.com.au') and 'Password' (masked with dots). There is a 'Forgot your password?' link and a green 'SIGN IN' button. Below the login form is an 'INFORMATION' section with a link to 'info@arb.busplus.com.au'.

2. On the product tab, select ARB Business Card to input your new order.



The screenshot shows the ARB 4x4 Accessories website's product page. At the top is the ARB logo with '4x4 ACCESSORIES' underneath. To the right of the logo is a search bar and a 'Logout' button. Below the logo is a navigation bar with links to 'PRODUCTS', 'ORDER HISTORY', 'CONTACT US', 'HELP', and 'APPROVALS'. The 'PRODUCTS' link is highlighted. Below the navigation bar is a 'Products' section. It shows a preview of an ARB Business Card with the text 'FIRSTNAME LASTNAME', 'JOB TITLE', 'ARB CORPORATION LTD', '40-44 GARDEN STREET', 'AUSTRALIA VIC 3100', and 'E: name@arb.com.au T: (03) 0000 0000 M: 0400 000 000'. Below the preview are buttons for 'Print on demand' and 'CUSTOMISE'. To the right of the preview is a 'View' button with a grid icon.

- After you have inputted the relevant details into the fields, click save. The system will allow you to create templates, meaning you can use the same template for future orders without having to input the same details for each new order.


**FIRSTNAME LASTNAME**



JOB TITLE

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ARB CORPORATION LTD  
42-44 GARDEN STREET  
KILSYTH VIC 3137  
AUSTRALIA

**E** name@arb.com.au **T** (03) 0000 0000 **M** 0400 000 000



### ARB Business Card

1 Customise > 2 Validate > 3 Order

**SAVE** **LOAD SAVES**

**First Name \***

ANTONY

**Last Name \***

SURACE

**Job Title \***

HR ANALYST

**Email \***

asurace@arb.com.au

**Telephone \***

(03) 9761 6622

**Mobile**

0419 000 000

**Address \***

ARB Kilsyth

ARB CORPORATION LTD  
42-44 GARDEN STREET  
KILSYTH VIC 3137  
AUSTRALIA

## My Saves

AS Card	04/05/2022 11:24:10	<a href="#">Load</a> <a href="#">Delete</a>
AS Template	04/05/2022 11:11:46	<a href="#">Load</a> <a href="#">Delete</a>

## 4. Validating and Proofing

### ARB Business Card

1 Customise > 2 Validate > 3 Order

**DIGITAL PROOF**

### Approve Content

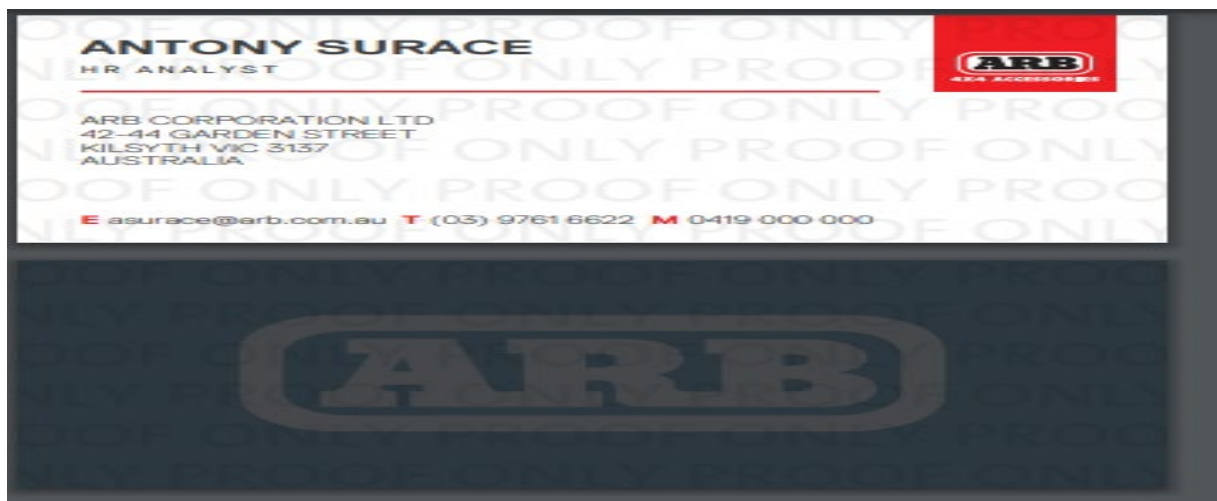
☒ I confirm that I have viewed my PDF Proof, thoroughly checked and approve this customised artwork.

*Note: ticking this box means you are approving final artwork for subsequent print production and/or digital download.*

- I have checked spelling, address and all contact information
- If you have noticed a mistake has been made, please return to the [product page](#), correct the error(s), save the customisation again, check your new proof and approve.

**NOTE:** If you have any products added to your cart that need to be revised, please delete from your cart and amend as described above.

**CONTENT IS APPROVED, PROCEED >**



## 5. Order Information

Here you will select the quantity of your purchase order.

### ARB Business Card

1 Customise > 2 Validate > 3 Order

The Minimum Per Order Quantity for this product is 250 Units (Applicable to each address location in your cart)

The Maximum Per Order Quantity for this product is 250 Units (Applicable to each address location in your cart)

Quantity

Packs
1
-
+

**Packs:** 1  
**Units:** 250

+ ADD TO CART

## 6. Cost Centre – where you are located.

SHOPPING-CART SUMMARY

Your shopping cart contains: 1 product

1 Summary

2 Address

3 Submit

Product	Description	Qty	Cost Centre	
<div> <div>ANTONY SURACE</div> <div>HR ANALYST</div> <div>ARB CORPORATION LTD</div> <div>42-44 GARDEN STREET</div> <div>KILSYTH VIC 3157</div> <div>AUSTRALIA</div> <div>E asurace@arb.com.au T (03) 9761 6622 M 0419 000 000</div> </div> <div>ARB</div>	<div>ARB Business Card</div> <div>Name on card: ANTONY SURACE</div>	<div>x 1 Pack of 250</div> <div></div>	<div>Please Select</div>	<div></div>

CONTINUE SHOPPING

NEXT

## 7. Where your cards will be delivered to.

Within multiple orders, you can ship cards to different delivery addresses if need be.

Choose a delivery address:

Kilsyth

**YOUR DELIVERY ADDRESS**

Antony Surace  
ARB  
42-44 Garden Street  
3137 Kilsyth VIC  
Australia  
9761 6622  
0431838262

UPDATE >

ADD A NEW ADDRESS >

If you would like to add a comment about your order, please write it in the field below.

< PREVIOUS

NEXT >

### ADDRESSES

1 Summary

2 Address

3 Submit

CLICK BUTTON BELOW TO SHIP TO A SINGLE ADDRESS.

SPECIFY A DELIVERY ADDRESS.

OR

CLICK BUTTON BELOW TO SHIP TO MULTIPLE ADDRESSES.


SPECIFY MULTIPLE DELIVERY ADDRESSES.

## 8. Head Office orders for business cards only require approval. Orders made from Private and Corporate Stores will not require approval.

1 Summary

2 Address

3 Submit

Product	Description	Qty	Address	Cost Centre
	ARB Business Card Name on card: ANTONY SURACE	x 1 Pack of 250	Kilsyth	ARB Kilsyth

< PREVIOUS

**Your Order Requires Approval**  
Your order request will be sent to ARB Head Office for Approval. You will receive an email response within 48 hours.

REQUEST APPROVAL

## 9. Review and check status of order.

### ORDER HISTORY

Here are the orders you've placed since your account was created.

20 April — 4 May 2022

MY ORDERS

Q SEARCH

Order reference	Date	Status	
FEQHXOPRI	05/04/2022	Pending Cost Centre Approval	<div>DETAILS</div> <div>Reorder</div>

« < 1 > »

BACK TO YOUR ACCOUNT

HOME

SIGN OUT

### FOLLOW YOUR ORDER'S STATUS STEP-BY-STEP

Date	Status
05/04/2022	Pending Cost Centre Approval

**DELIVERY ADDRESS (KILSYTH)**  
Antony Surace  
ARB  
42-44 Garden Street  
3137 Kilsyth VIC  
Australia  
9761 6622  
0431836262

Reference	Product	Quantity	Approval
--	ARB Business Card - Template : arb_businesscard Customisation ID: 964 Name on card: ANTONY SURACE	x 1 Pack of 250	Awaiting Approval.

Date	Carrier	Tracking number
05/04/2022	GENERAL POSTAGE	-

#### ADD A MESSAGE

If you would like to add a comment about your order, please write it in the field below.

Product

-- Choose --

SEND

Any questions or queries about your business cards, please contact Antony Surace.