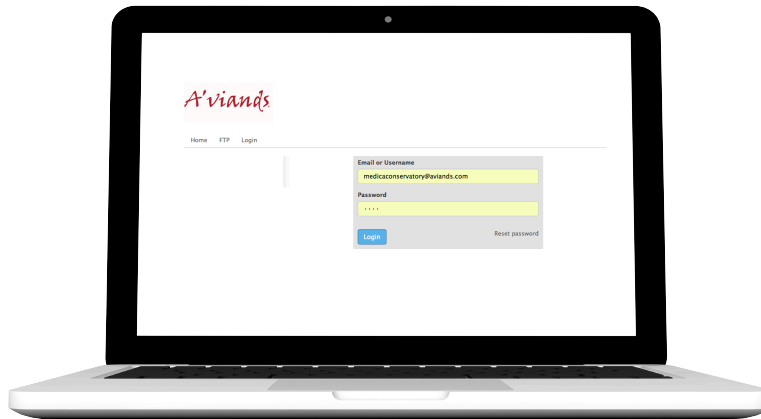# Label Online Ordering Guide

**DigiCOPY contact:
Wayne Rice
rice@dcopy.net
414-291-4050**

Login

Username and password will be supplied by A'viands Marketing

To login, go to aviands.dcopy.net.
This will bring you to the login screen below.

Enter your FULL email address and password.
Click **Login** to continue.

Tip: We recommend using Chrome or Firefox for your web browser.

Email or Username

Your email address

Password

Password

Login   Reset password

Reset Password

If you have forgotten your password, click on **Reset Password**. You will be asked for your email address, and a temporary password will be sent to you.

Categories

Select Label Category

A'viands

Medica Conservatory

🛒 0 items | Search Site 🔍

Home   FTP   Order History   Logout   Shopping Cart

Products

GOOD to GO
BERRY PARFAIT
$2.30

Berry Parfait

Profile
Address book
RSS feed
Site Map

GOOD to GO
Baked Goods
Baked Goods

GOOD to GO
Large Salads
Large Salads

GOOD to GO
Parfaits & Cups
Parfaits & Cups

GOOD to GO
Protein Sides
Protein Sides

GOOD to GO
Sandwiches & Wraps
Sandwiches & Wraps

GOOD to GO
Small Salads
Small Salads

Labels

Select Product

Home   FTP   Order History   Logout   Shopping Cart

Products

GOOD to GO
BERRY PARFAIT
$2.30

Berry Parfait

Profile
Address book
RSS feed
Site Map

Recently Viewed

Baked Goods
Parfaits & Cups
Large Salads

Large Salads

All Products > Large Salads   Sort by Default

GOOD to GO
ASIAN COLESLAW
$2.30

Asian Coleslaw

GOOD to GO
Buffalo Chicken Salad

GOOD to GO
Caesar Salad EWI

GOOD to GO
Cajun Chicken Caesar Salad

GOOD to GO
Cobb Salad EWI

GOOD to GO
Farmers Market Salad

Choose Quantity

Asian Coleslaw

Asian Coleslaw Product Options		
Unit of Measure	Description	Price
Sheet of 20 Labels (1)	Full Color	$0.70

Quantity
`1`

Selection
Sheet of 20 Labels (1) -- Full Color -- $0.70

Price $0.70

Ship To
Medica Conservatory, 301 Carlson Parkway, Minneton...

Additional Instructions

Customize Order

Back to Catalog   Shopping Cart

2x4 Label

Sold in Sheets of 20 Labels

Select the number of sheets you want
Labels are sold in sheets of 10 (2x4) or 20 (2x8) labels per sheet.

Click on "Customize Order"

Customize Label

1. **Choose Location**
   When you select a location, your Location, City, State and Zip will automatically populate. Double check that the information is correct.
2. **Choose price**
3. **Update Preview**
   When you've entered your information, click Update Preview to see a live proof of your label.
4. **Check Approval Box**
   When you've proofed your form and it is ready to submit, click:
   Yes, I approve this document.
5. **Add to Cart**

SELECT A LOCATION
(Select)

Price - Please enter without "$" *
0.00

Location *
Medica Conservatory

City *
City

State *
MN

Zip *
55305

Page Number: 1   Preview Size: Large   Update Preview

Update Preview required

Update Preview   Cancel   Save for Later   Add to Cart

Yes, I approve this document.

Shopping Cart

Edit and Remove Items
You have the option to "Edit" or "Remove" items from your shopping cart.

Shopping Cart

⚠ **Important:**
$50 minimum on all orders. You will not be able to submit your order if your total $ is less than $50.

Select the Shipping option below that corresponds to the listing in your Ship to address
↓   ↓

Shipping Address
Medica Conservatory
301 Carlson Parkway
Minnetonka, MN 55305

Ship To
Medica Conservatory, 301 Carlson Parkway, Mi... ▼

Shipping options
Spee Dee Shipping $0.00

Order Summary
1 product shipping to 1 location
Items: $52.50
Shipping: $0.00
Total Before Tax: $52.50
Estimated Tax: $0.00
Order Total: $52.50

Continue Shopping
Proceed to Checkout

Asian Coleslaw   75 $52.50

Duplicate | Save for Later | Edit | Remove

Details
Quantity = 75 Sheet of 20 Labels (1)
Ink = Full Color

Checkout

Checkout

⚠ **Important:**
Job turn time is 4 days. If you have an emergency order, please contact DigiCOPY at 414-283-2679 or milwaukee@dcopy.net

Comments or other information about this order (optional)

Order Summary
1 product shipping to 1 location
Items: $52.50
Shipping: $0.00
Total Before Tax: $52.50
Estimated Tax: $0.00
Order Total: $52.50

Edit quantities or shipping options.

Submit Order Here ⊙

Payment Method

🔘 **Submit Order Here**

Billing Address
Medica Conservatory, 301 Carlson Parkway, Minnetonka, MN ▼

- Medica Conservatory
- 301 Carlson Parkway
- Minnetonka, MN 55305

Edit Address

Submit Order
When complete, select **Submit Order**.

Order History & Reorder

Viewing Orders

Select **Order History** in the top menu bar. This will display a history of orders you have placed through the online ordering system. Your orders, by default, will be sorted by Order #. You can sort by other specifications by clicking at the top of each column.

Export Order Details

You have the option to export your order history to Excel or a PDF. Click the appropriate icon to create a report.

Order History

Start Date	End Date	Order Status
1/8/2017	2/8/2017	All

Approval Status	Ordered By	Billing To
All	Just My Orders	

Search Text

[   ]   Apply Filters

Show / Hide Order Filters

Export to Excel   Export to PDF

	OrderNum...	Order Date	Ordered by	SubTotal	Tax1	Shipping	Promo...	Total
View Details | Reorder	113807	01/25/2017 15:49 PM	Test User	$128.35	$0.00	$0.00	$0.00	$128.35

|◄ ◄ **1** ► ►| 25 ▼ items per page   1 - 1 of 1 items

Reordering

Reordering a project is as simple as a mouse click. You can edit your quantities and instructions at that time.

Invoicing

All orders will ship with an invoice enclosed with the job. Additionally, DigiCOPY will email an invoice to the person that placed the order.