

Hygrade is Easy
to do Business With



ez.order™

is Hygrade's web based print procurement solution designed to help you reduce print costs while increasing control over the requisition and distribution process.

Accessible through a browser, **ez.order** is easy to use, extremely secure, and can be easily configured to maintain your administrative controls and meet your unique business requirements.

- ▲ **On-line Requisitioning**
- ▲ **Enhanced Budgetary Control**
- ▲ **Kit and Fulfillment**
- ▲ **Industry Expertise**
- ▲ **Proven Results**



Accelerated Order Cycle Times

Allow your internal customers to requisition products 24/7, receive immediate order confirmation and track orders on-line without losing control of the approval process.

Comprehensive Reporting

Achieve true budgetary control with detail cost center reporting and flexibility including summary invoicing. Measure results against performance objectives for product cost and inventory reductions.

Instant Proofing

Create on-line proofs for immediate approval. PDF proofs can be printed, emailed, faxed or saved. Eliminate the time consuming process of manual proof approvals with instant proofing for business stationery items.

Lower Costs

ez.order helps organizations purchase their forms, printed material and services faster, more accurately, with fewer resources, and with reduced product costs. Simple configuration of business rules helps to maintain existing requisitioning policies while automating the process.



ez.order™ Work Sheet

Questions to help us help you.

■ Type of Products to be Available On-line

- | | |
|---|---|
| <input type="checkbox"/> Business Forms | <input type="checkbox"/> Tags |
| <input type="checkbox"/> Labels | <input type="checkbox"/> Promotional Products |
| <input type="checkbox"/> Stationery | <input type="checkbox"/> Brochures |
| <input type="checkbox"/> Manuals | <input type="checkbox"/> Other _____ |

■ What is the annual budget for above? _____

■ Review of:

- | | |
|--|---|
| <input type="checkbox"/> Existing Forms Management Reports | <input type="checkbox"/> Reporting Requirements |
| <input type="checkbox"/> Cost Centers | <input type="checkbox"/> ERP Vendors/Platforms |
| <input type="checkbox"/> Inventory | |

■ Catalog Set Up

- | | |
|--|--|
| <input type="checkbox"/> Form Categories | <input type="checkbox"/> Form Numbers/Descriptions |
|--|--|

■ Business Card/Stationery Review

- | | |
|--|-----------------------------------|
| <input type="checkbox"/> Template Validation | <input type="checkbox"/> Versions |
| <input type="checkbox"/> Number of business card orders placed per month _____ ? | |

■ Requisitioning Procedures

- | | |
|---|--|
| <input type="checkbox"/> Number and Type of Users | <input type="checkbox"/> Requisition Frequency |
| <input type="checkbox"/> Ship to Locations | <input type="checkbox"/> Approval Process |

■ Performance Goals

- | | |
|--|---|
| <input type="checkbox"/> Inventory Reduction | <input type="checkbox"/> Cost Reduction |
| <input type="checkbox"/> Standardization | <input type="checkbox"/> Automation Initiatives |

■ What version of Internet Browser do you use?

- | | |
|--|---|
| <input type="checkbox"/> Microsoft Internet Explorer 4.0 or higher | <input type="checkbox"/> Netscape 6.0 or higher |
| <input type="checkbox"/> Microsoft Internet Explorer 3.0 | <input type="checkbox"/> Netscape 4.x |
| <input type="checkbox"/> AOL or Other Browser | |

■ Do you have Adobe Acrobat Reader installed? _____

■ What is your connection speed to the Internet? _____

- | | |
|---|---|
| Dial-up: 28.8k or less <input type="checkbox"/> | <input type="checkbox"/> ISDN |
| 56.6k or less <input type="checkbox"/> | <input type="checkbox"/> xDSL, T-1 or Greater |

