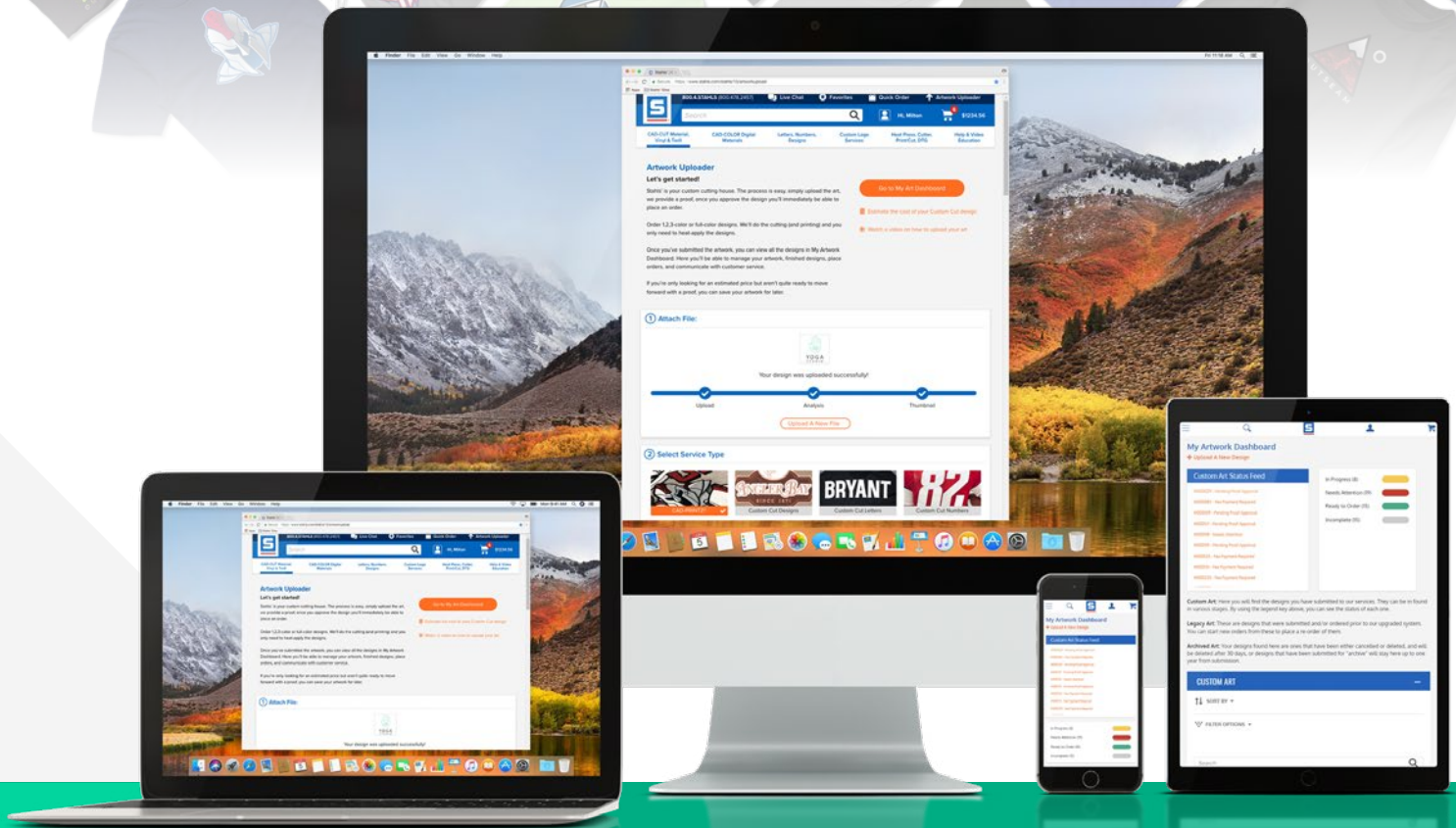




Custom Artwork Uploader

USER GUIDE





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Getting Started

Login to your Stahls' account and go to [stahls.com/artworkupload](https://www.stahls.com/artworkupload) to get started.

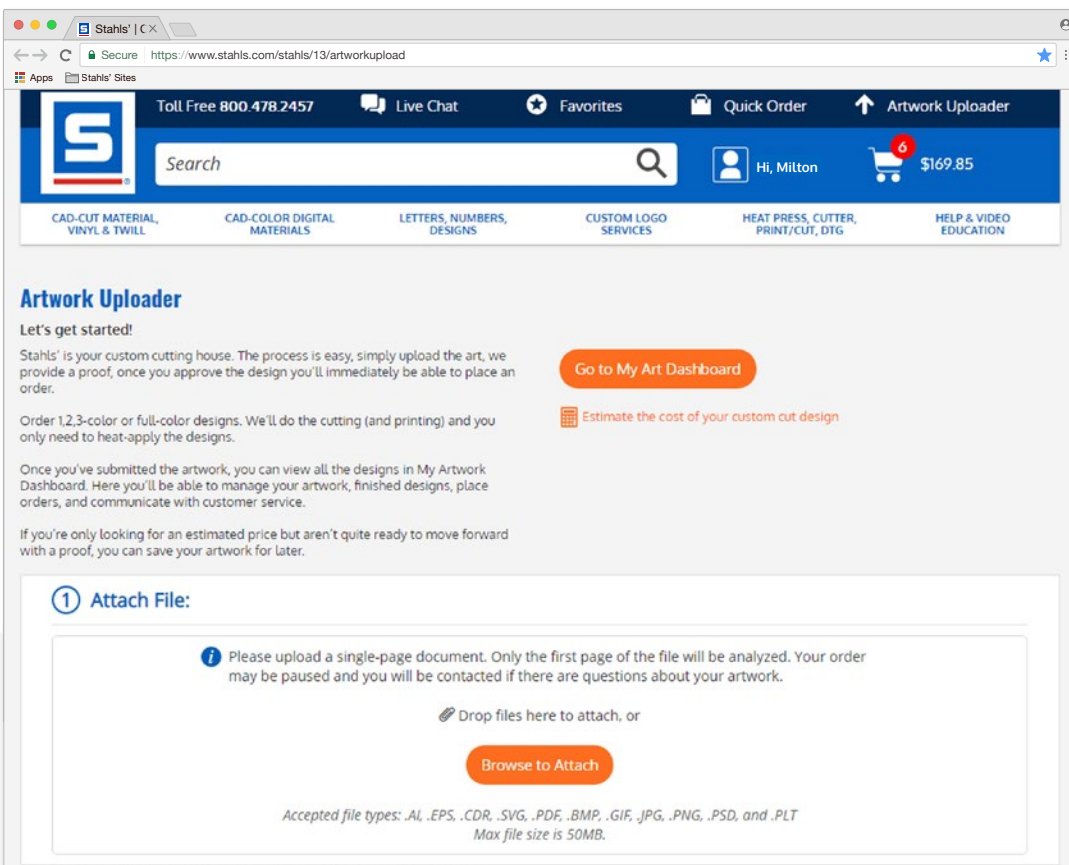
Artwork Requirements

- Accepted file types: .AI, .EPS, .CDR, .SVG, .PDF, .BMP, .GIF, .JPG, .PNG, .PSD, and .PLT
- Max file size is 50MB.

Upload Process

Once you upload the artwork it will be analyzed to determine the file type and size. A raster fee will be applied to all raster file format (.JPG, .GIF, .PNG, .PSD, or .BMP) uploads.

When you submit the artwork, an artist prepares the art for production. When the design is ready, you'll receive an email for proof approval. Once you approve the design, it will be immediately available for ordering online.

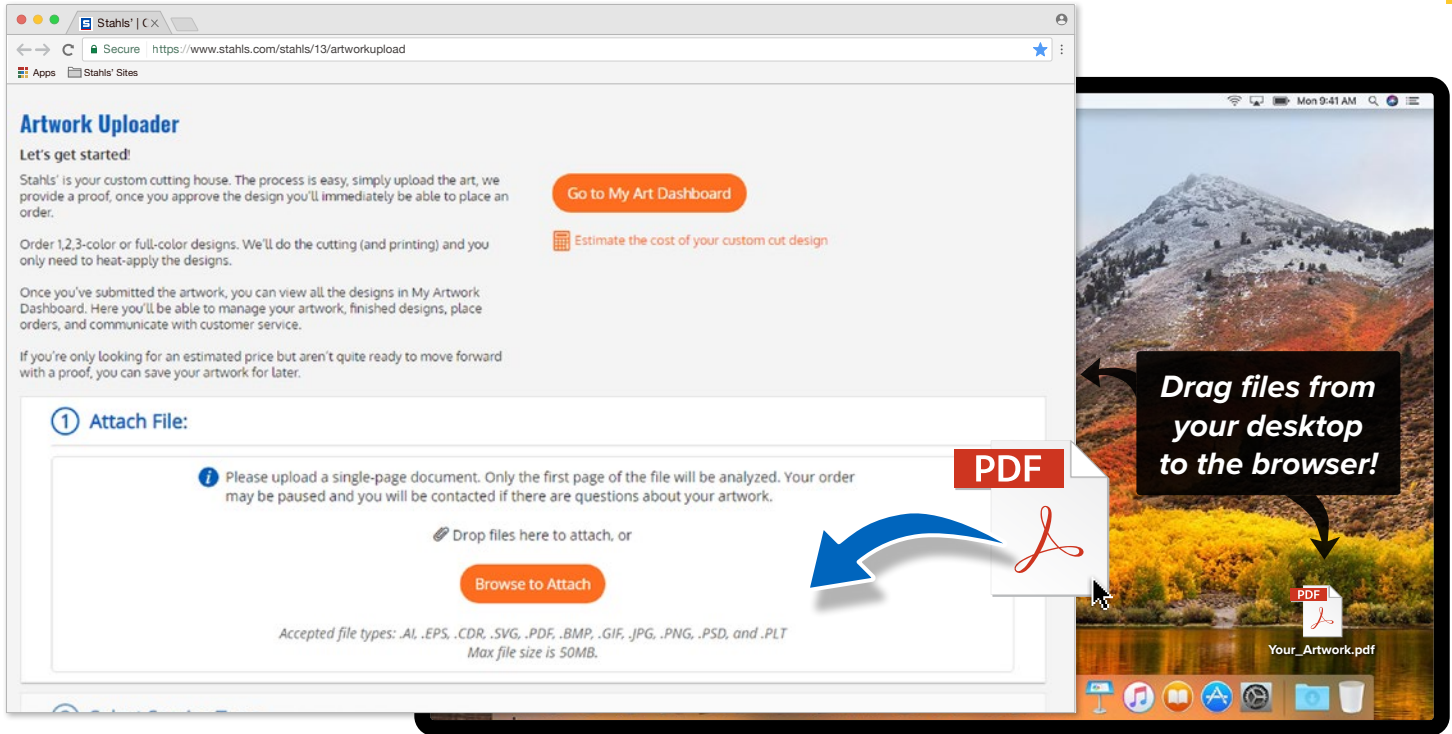


IMPORTANT!

*If you're not ready to move forward with an order, you can save the artwork for later. You'll find it under **My Artwork Dashboard**. You can come back to it anytime.*

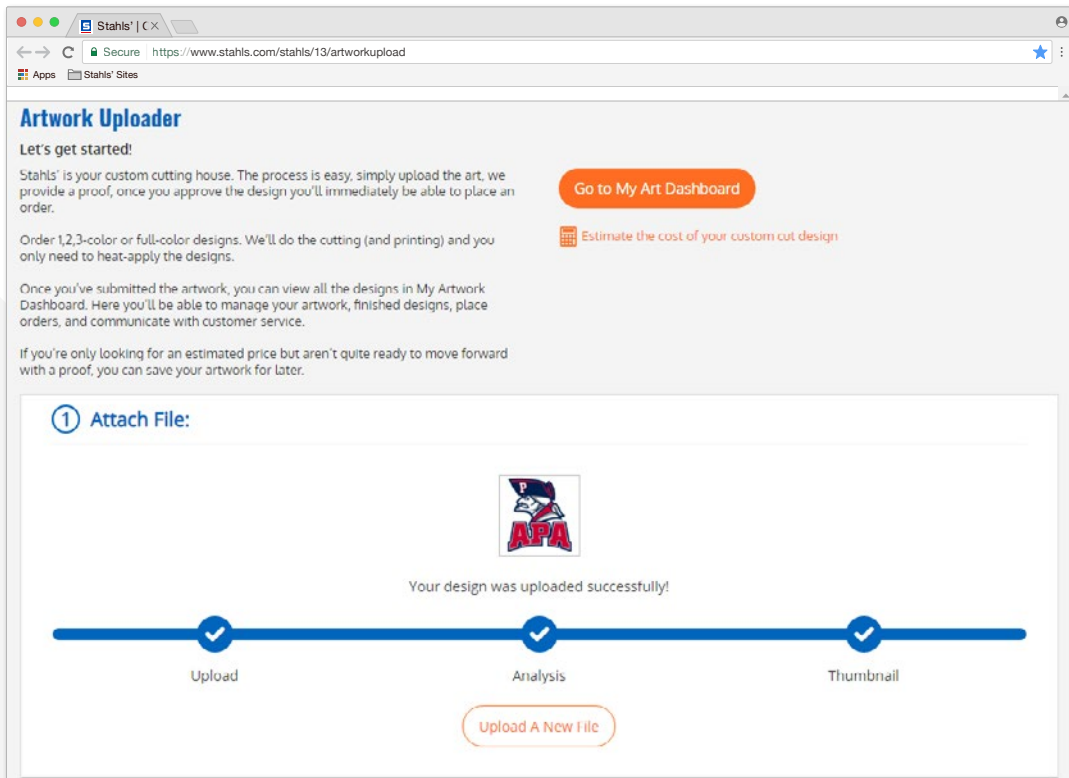
Uploading Your Art

Upload your file by dragging and dropping the file or use the "Browse to Attach" button to browse for the file on your computer.



Once you upload the artwork it will be analyzed to determine the file type and size.

When the file upload is complete you'll see a preview image. Occasionally, a preview will not be displayed but don't worry — we have your file.



Tip

As your file is being analyzed, you can move onto the next step.

After the artwork is uploaded, you'll begin product selection.

Products To Choose From

- Custom Cut Logos
 - CAD-CUT®
 - Standard
 - Kiss Cut®
 - SimStitch®
- Custom Letters & Numbers
 - CAD-PRINTZ® Full Color Logos
 - Digital Transfers
 - Banners
 - Helmet Stickers
 - Static Clings
 - Stickers/Decals
 - Wall Graphics

2 Select Service Type:

3 Select Product:

4 Custom Cut Options:

Select Garment/Fabric Type

Select Garment/Fabric Color

Include a split front?

Number of Colors

Use Same Material for All Colors

Material for all Colors

Color 1:

Description: Letters and trim

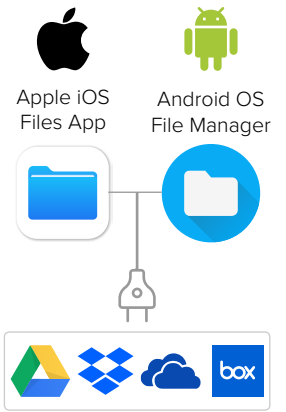
Material Color:

Color 2:

Description: Hat and Outline

Material Color:

Mobile Users




Mobile users can also upload artwork to the Uploader as well.

For Apple iOS users, when prompted, choose “Browse” to open the Files app. From there, if you have an app connected to a cloud based storage service, such as **Google Drive, Dropbox, Microsoft OneDrive, or Box**, you can add files from these services as well.

Android users can do the same thing with any cloud based storage service app.

Once you've selected the product attributes, you'll need to confirm the artwork information. At this point you can update the size of the artwork and give it a name.

5 Artwork Information:



Finish Size:

6 W (inches)

6 H (inches)

Calculate: Width Height

i Image height will be determined based on your artwork's width and aspect ratio

Design Name: APA Logo

File Information:

- 202439_15617415_1.png
- Vector - No

[Open Preview](#)

i There is a raster art fee [?](#)



Give the artwork a name describing the artwork. This name will be displayed in **My Artwork Dashboard** and you'll be able to search by these descriptive names to find what you're looking for.

If you have any special notes for the artwork, leave us a detailed note. An artist will contact you if anything is not clear.

6 Special Instructions:

Have specific instructions for your artwork? Let us know.

The next step is pricing. You'll get a quote for the product you selected.

7 Quote:

i After reviewing the estimated price, you'll have the option to submit the artwork to start the order process or you can save it for later and come back to submit when you're ready.

Quantity Price Breaks*

5	\$4.74 ea
10-45	\$3.16 ea
50-95	\$2.72 ea
100-195	\$2.54 ea
200-495	\$2.34 ea
500-995	\$2.28 ea
1000-4995	\$2.22 ea
5000+	\$2.00 ea

* Prices subject to change.

Price Calculator

Quantity: x \$3.16 = **\$79.00****

** Excludes additional fees.

Additional Fees

Raster Fee: \$20.00 (Must be paid before a proof is created.)

Once an artist reviews, additional art fees may apply.

Total Estimated Price:

\$99.00

Provide your contact information in case an artist needs to speak to you regarding your order. Then either Submit Artwork or Save For Later to submit at another time.

8 Contact Information:

i We will contact you via phone if we need to speak with you regarding your order. Status updates are sent via email and available in My Artwork Dashboard.

First Name

Last Name

Email

Phone #

You're Almost There!

Here's how to proceed.

Save For Later - If you're only looking for a quote and not quite ready to submit the artwork, just save it for later. You will find the artwork saved in the Art Dashboard.

Submit Artwork - If you're ready to move forward, begin by submitting the artwork to receive a proof. Once you approve the proof, you can place the final order.

[Save For Later](#) [Submit Artwork](#)

Helpful Links

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IMPORTANT!

If you're only looking to estimate a logo for a customer, select Save For Later and submit when you and your customer are ready to move forward with an order.

Manage Your Art

Once you start uploading artwork you'll be able to manage your art in **My Artwork Dashboard**.

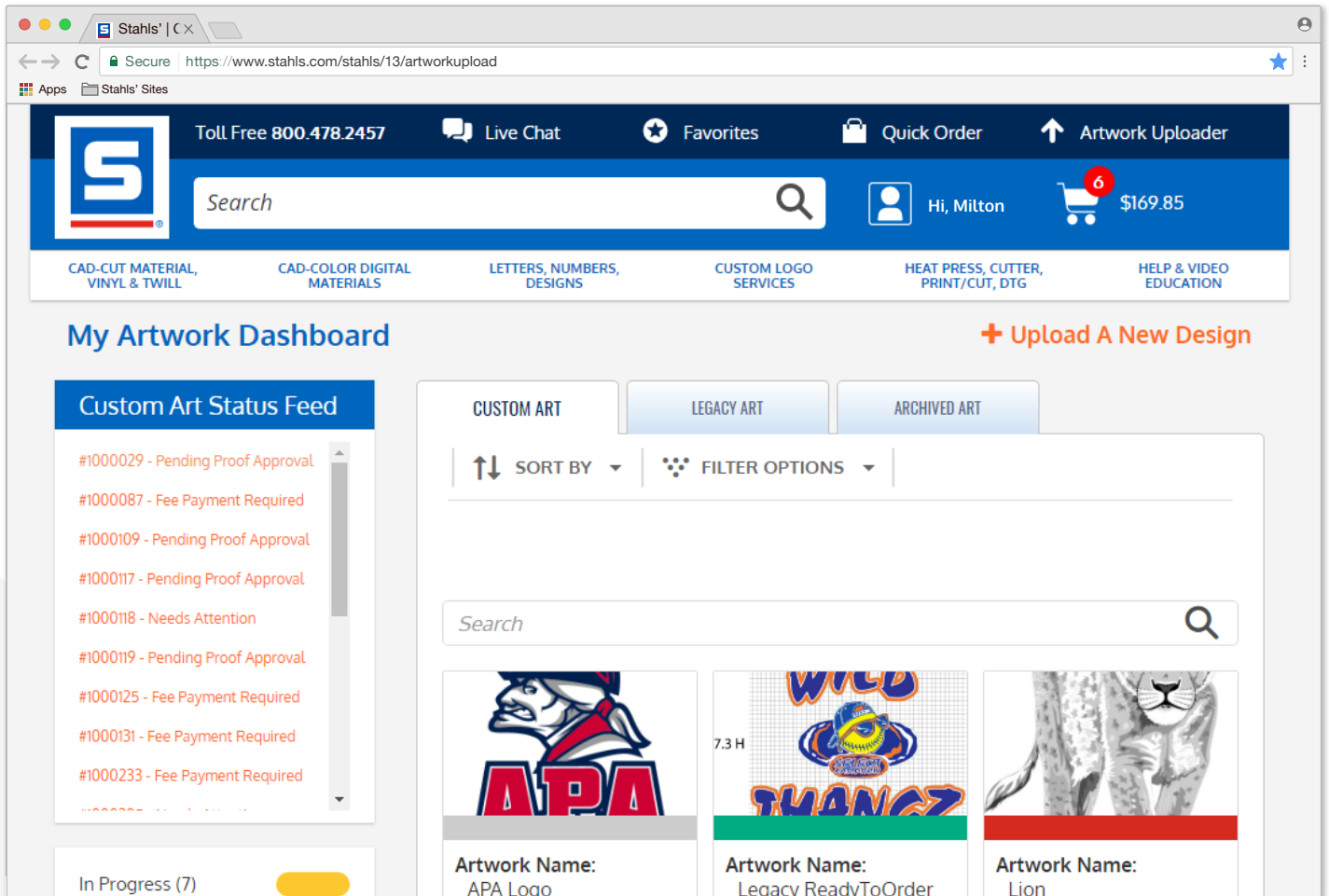
Custom Art – contains all artwork you've saved or submitted in the Artwork Uploader.

Legacy Art – if you placed custom logo orders with Stahls' before using the Artwork Uploader you will find your design files here.

Archived Art – once you're done with a design, you can move it to Archive which makes it inactive. Archived art will be deleted after one year.

Additionally, if your art has any of the following statuses, it will be automatically archived.

- Incomplete artwork** – 30 days after the last modified date.
- Needs Attention artwork** – 90 days after last modified date.
- Ready to Order** – 90 days after last modified date, if never ordered, otherwise 18 months after the order.



Action Center

This is where you'll find notifications needing your attention. You will receive an email notification any time your artwork needs attention. From those email notifications, you'll be directed to the **Action Center**.

Potential notifications are:

Fee Payment — if your artwork is raster or after reviewing artwork additional work will be needed to make it production friendly, you will be charged a fee. Before a proof is created, you'll need to pay this fee.

Needs Art Change — Occasionally an artist will determine a change will need to be made to your artwork. Before a proof is created you will need to approve or decline the changes.

Art Question — If an artist has a question regarding your artwork, you will receive a notification. Before a proof is created you will need to reply to the artist's question.

The screenshot shows a 'Design Details' page with a 'Return to Dashboard' link. A red banner at the top indicates 'Action is required.' with a 'Go To Action Center' button. Below this, two 'Action Center' sections are shown, each with a 'Needs Attention' status and a 'Last Modified: 8/15/2018' timestamp. The first section has 'Review Fees' and 'Cancel Design' buttons. The second section has 'Review Art Changes' and 'Cancel Design' buttons.

User can see a history of their Action Center communication and statuses on their Design Details page too.

The screenshot shows a 'Communication History' section with a list of messages. The messages are:

- ARTIST: New Status: In Review (Aug 15, 2018)
- ARTIST: New Status: Pending Proof Creation (Aug 15, 2018)
- ARTIST: New Status: In Proof Creation (Aug 15, 2018)
- ARTIST: New Status: Pending Proof Approval (Aug 15, 2018)
Note: Please remove and approve proof
- CUSTOMER (via Paul S): New Status: Approved/Ready To Order (Aug 15, 2018)

Note

When you log into the **My Artwork Dashboard**, you'll see notifications if artwork needs your attention. Click the link to be taken to the **Design Details** and the **Action Center** to resolve.

The screenshot shows the 'My Artwork Dashboard' with a 'Custom Art Status Feed' section. The feed lists several items with their IDs and statuses:

- #1000029 - Pending Proof Approval
- #1000087 - Fee Payment Required
- #1000109 - Pending Proof Approval
- #1000117 - Pending Proof Approval
- #1000118 - Needs Attention
- #1000119 - Pending Proof Approval
- #1000125 - Fee Payment Required
- #1000131 - Fee Payment Required
- #1000233 - Fee Payment Required

Below the feed, there are four status categories with counts and colored indicators:

- In Progress (7) - Yellow
- Needs Attention (20) - Red
- Ready to Order (16) - Green
- Incomplete (16) - Grey

Placing an Order

After your proof is approved, the artwork status will change to “Ready to Order”. An "Order Now" button will appear on the Design Details page. Once you select this button, you'll be taken to an ordering wizard to confirm your selections. Depending on the product you ordered, you'll have the ability to change the material and/or color and quantities. At this point, you cannot change the product you're ordering without starting a new order entirely.

NOTE: If you do make changes, your cost will potentially change.

Custom Logo Services Ordering

Please review the details of your custom order to ensure you've selected the proper material, color, and quantity.

Once you've confirmed all the options, add to cart to checkout and place the order.

Because your design is made especially for you, Custom Logos are non-refundable.

1 Custom Cut Options:

Color 1 (ND):

Material:

- 3M Reflective 5807
- Adhesive
- Fashion-FILM
- Fashion-FILM Electric
- Glow
- GORILLA GRIP II
- Hi-Vis Color Reflect
- Premium Plus
- Reflective II
- SportFilm Lite** ✓
- Thermo-FILM
- Thermo-GRIP

Material Color:

White	Black	Red	Royal	Navy	Gray	Kelly	Orange
Maroon	Purple	Columbia	Dk Green	Shark Teal ✓	Maize	Neon Pink	Neon Green
Neon Orange	Neon Yellow	Vegas Gold	Metallic Gold	Metallic Silver	Brown	Neon Blue	Athletic Gold
Sky Blue							

2 Quantity:

Price Breaks* Quantity must be multiple of 5.

Order Summary: Custom CAD-CUT®

- Design: 1000131
- Finish Size: 8.992" x 8.01"
- Material & Color: Material: SportFilm Lite, Color: Shark Teal

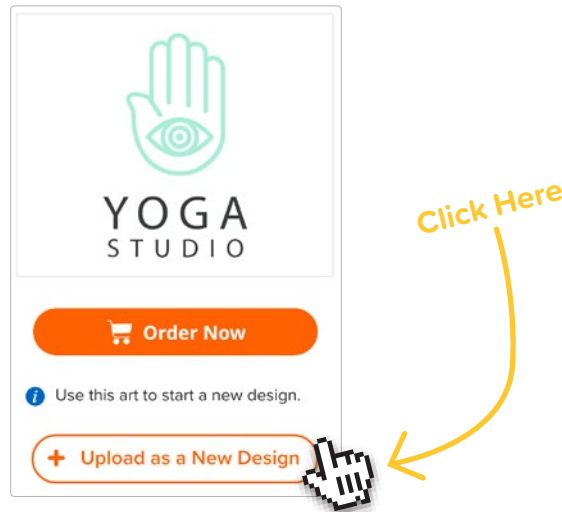
[Add to Cart](#)

[Back to Top](#)

[Open Preview](#)

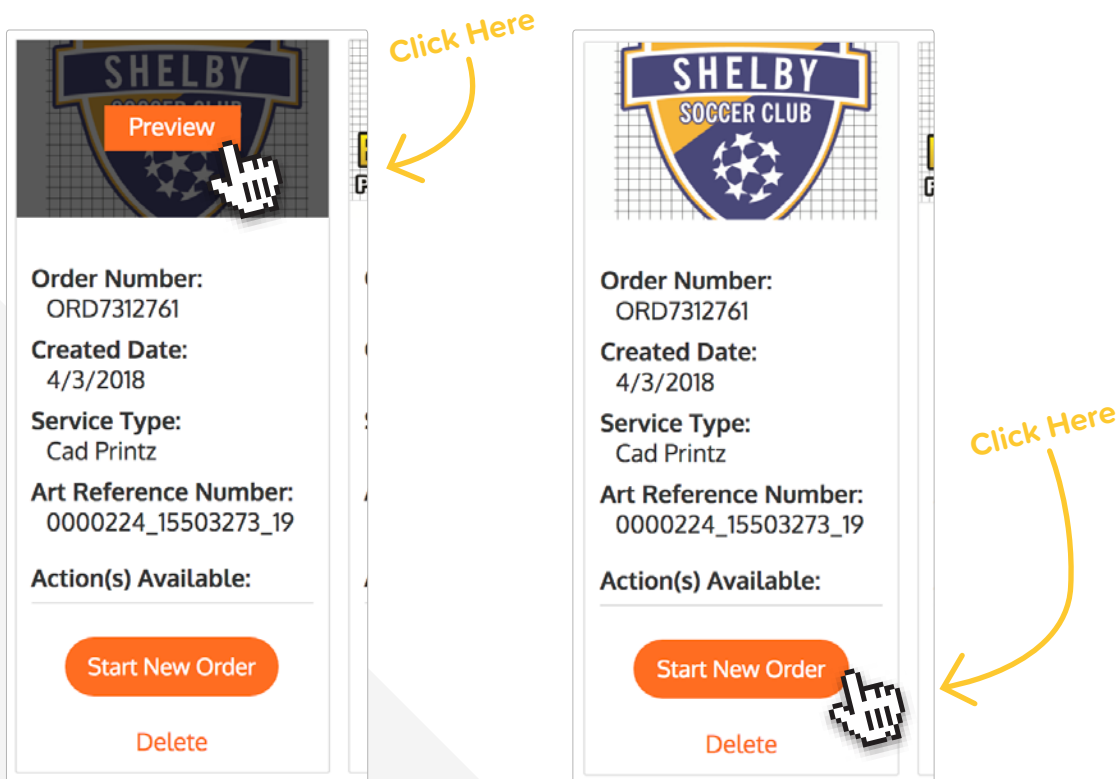
Placing a New Order with Existing Art

If you need to place a re-order of existing art but want to change the size or product you're ordering, click the "Upload as a New Design" button from the Design Details page. This will take you through the Artwork Upload process again, allowing you to select a new product or adjust sizes.



Placing an Order with Legacy Art

To place an order using one of these legacy files, you'll need to know the size of the artwork found by clicking on the image preview. To start a new order click the "Start New Order" button. This action will start a new upload with the existing art. You'll need to select your product and submit the art. Because your art is already production ready, you'll be able to immediately place an order.





stahls.com/artworkupload