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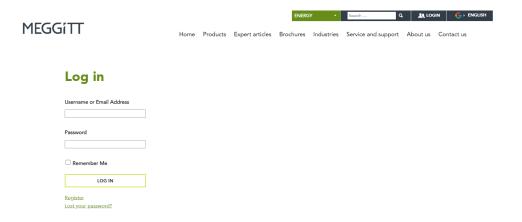
November 15th, 2021

Subject: Guidelines on how to order online prints

Here is a step-by-step process of how to place your orders online with 'Online printers'.

By following these instructions and best practices, you will be able to place your orders in no time!

1.Enter the login credentials to access the print file on the login section.



2.Once you are logged in, scroll down to find 'Print files' folder under Marketing



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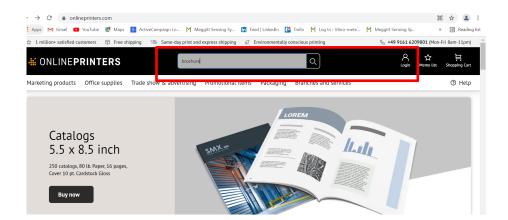
3. Click on 'print files' folder.

Example for 'Sensors and measurement chains for turbomachinery' brochure. You will find the files available in below 2 versions.

- Press ready PDF artwork
- Web optimised PDF



- 4. Select 'Press Ready PDF Artwork' and download the file. Save the file on your system.
- 5. Use the links provided below for placing the order
 - Switzerland https://de.onlineprinters.ch/
 - Europe https://www.onlineprinters.org/
 - USA https://www.onlineprinters.com/
 - Germany https://www.onlineprinters.de/
 - France https://www.onlineprinters.fr/
 - India and ME Sindhu will support with print
- PS: Create an account with online printer. This is a one-time effort, useful for placing frequent orders, uploading print files, tracking order, payments, etc.
- 6. In the search tab, type 'brochure'

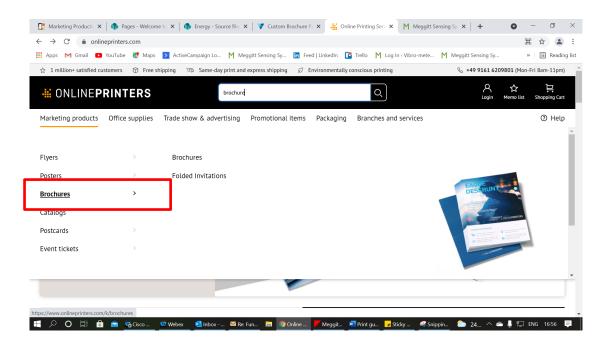


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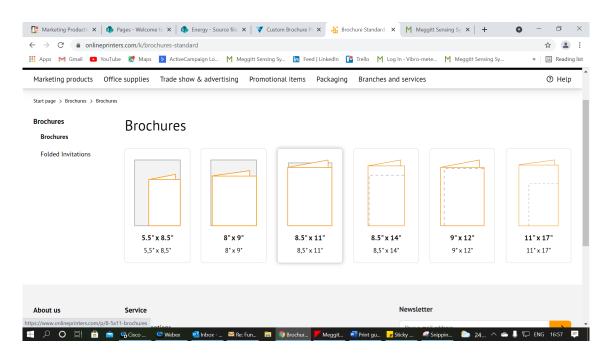
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Or select 'brochure' under the menu 'Marketing Products'



7. Choose 8.5" X 11" from the selection



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8. Specification for print:

- 1. Size: A4 / 8.5' X 11'
- 2. Paper quality Matte coated
- 3. Paper thickness/GSM above 170 (115 lb.) for inner pages and above 200 (136 lb.) gsm for cover pages.

Note: If there is no separate selection for cover and inner pages, select '115 lb. or 170 gsm '

- 5. Stitching 2 staples
- 6. Select the quantity to print

Congratulations, you are done!

9. Add the items to the shopping cart and proceed with the payment.

Note:

- Expenses for print are linked to regional budget.
- Payments options: Credit/Debit card/PayPal

Should you have any questions, please do not hesitate to contact me.

Thank you!

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