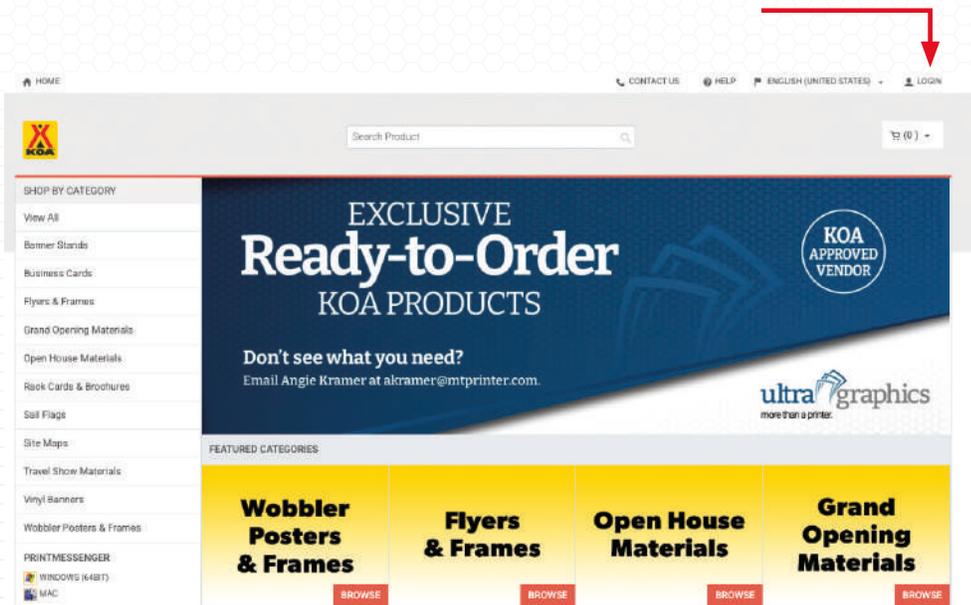


# How to Order Online with Ultra Graphics

## Getting Started

Welcome to the Ultra Graphics Online Store! Here's how to get started:  
**Login or Create an Account**

- 1: Go to [ultrakoa.myprintdesk.net](http://ultrakoa.myprintdesk.net)
- 2: Click **"LOGIN"** and either Register or Login.



Please fill out this field. X

Username

Password

Remember User Name

Login [Forgot Your Password?](#)

New User? [Register](#)

3: If registering for the first time, fill in your name, email, and company info.

HOME CONTACT US HELP ENGLISH (UNITED STATES) LOGIN

Search Product

0

### CREATE AN ACCOUNT

#### Contact Information

\* First Name

\* Last Name

\* Email

\* Phone Number 1

\* Address Line 1

Address Line 2

\* Zip/Postal Code

\* City

\* State/Province/Region

#### Account Information

\* Username

\* Password

\* Re-enter Password

\* Secret Question  
What high school did you graduate from?

\* Security Answer

\* Enter the code shown below

DEV7G

Choose Facility  
Please click here to choose/change your facility

By clicking the Submit button, you agree to [Terms and Conditions](#)

Submit Cancel

Print Shop

| Name                    | Sort By   | Search By                            |
|-------------------------|-----------|--------------------------------------|
| Ultra Graphics-Billings | Ascending | Search by print shop name or address |
| SATX Central Desk       |           |                                      |
| Billing                 |           |                                      |
| MP                      |           |                                      |
| 99100                   |           |                                      |
| 406-256-4999            |           |                                      |

Total Records: 1 10 Per Page Page: 1 of 1

Cancel

4: Choose Ultra Graphics-Billings as your Facility/Print Shop.

Thank you, your account for online copy submission has been successfully created.  
An e-mail confirmation has been sent to the e-mail address you provided.

[Get Started](#)



Save your login credentials to make reordering even faster.

GET STARTED!

# Finding Your Product

## Browse or Search What You Need

Once logged in, browse your available categories or use the Search Bar to quickly find a product.

The screenshot displays the KOA website interface. At the top, there is a navigation bar with links for HOME, CONTACT US, HELP, ENGLISH (UNITED STATES), and a user profile for TONI SCHULTZ. A search bar labeled "Search Product" is prominently featured, with a red arrow pointing to it from the text above. Below the search bar is a "SHOP BY CATEGORY" sidebar with a list of product types: View All, Banner Stands, Business Cards, Flyers & Frames, Grand Opening Materials, Open House Materials, Rack Cards & Brochures, Sail Flags, Site Maps, Travel Show Materials, Vinyl Banners, and Wobbler Posters & Frames. A "PRINTMESSENGER" section offers options for WINDOWS (64BIT) and MAC. The main content area features a large blue banner for "EXCLUSIVE Ready-to-Order KOA PRODUCTS" with a "KOA APPROVED VENDOR" badge and contact information for Angie Kramer. Below the banner is a "FEATURED CATEGORIES" grid with 12 items, each with a "BROWSE" button: Wobbler Posters & Frames, Flyers & Frames, Open House Materials, Grand Opening Materials, Travel Show Materials, Business Cards, Rack Cards & Brochures, Banner Stands, Site Maps, Vinyl Banners, and Sail Flags. The footer contains technical information: "Powered by MarketDirect StoreFront v16.0.2.28857", "© 2004-2025 eProductivity Software.", and a "Terms & Conditions" link.

# Customizing a Product

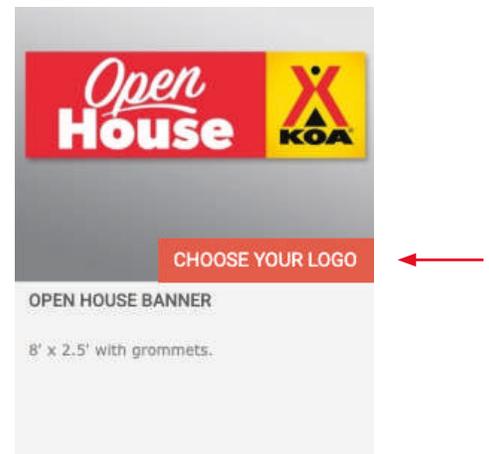
## Personalize a Variable Product

Some products, like business cards or flyers, allow you to customize information directly in your browser.

1: Click **"CUSTOMIZE NOW"** on the product.



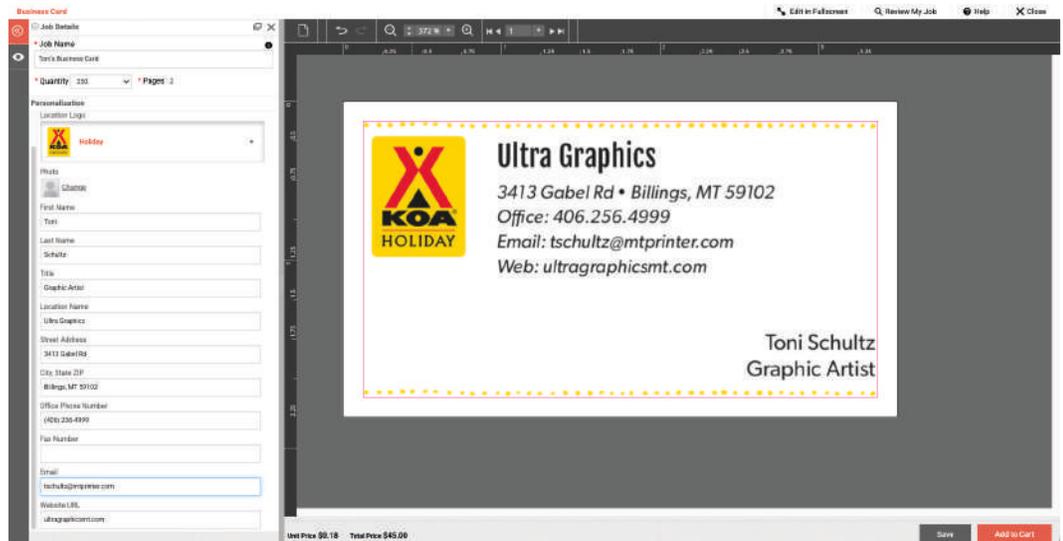
2: OR Click **"CHOOSE YOUR LOGO"** on the product.



3: Enter your details (name, title, contact info, location logo, etc.) Double-check your spelling.



*As you move to the next variable field, the text you entered will show up on the preview.*

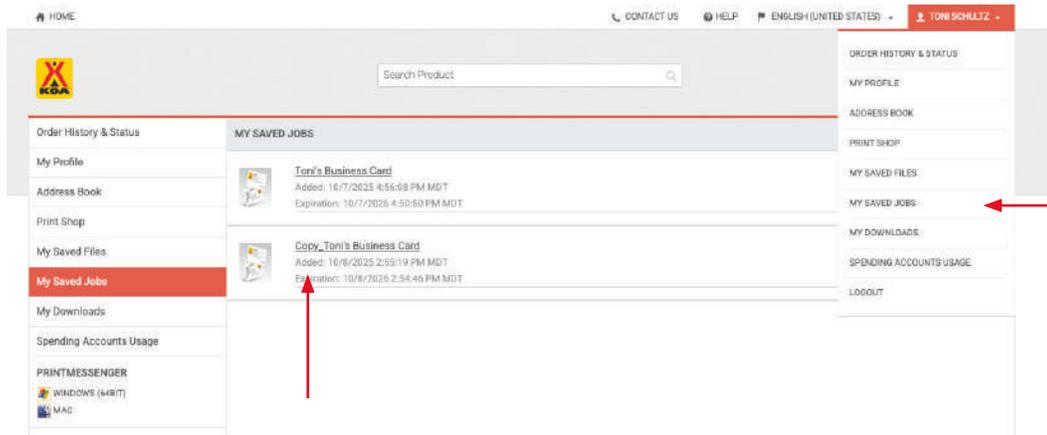
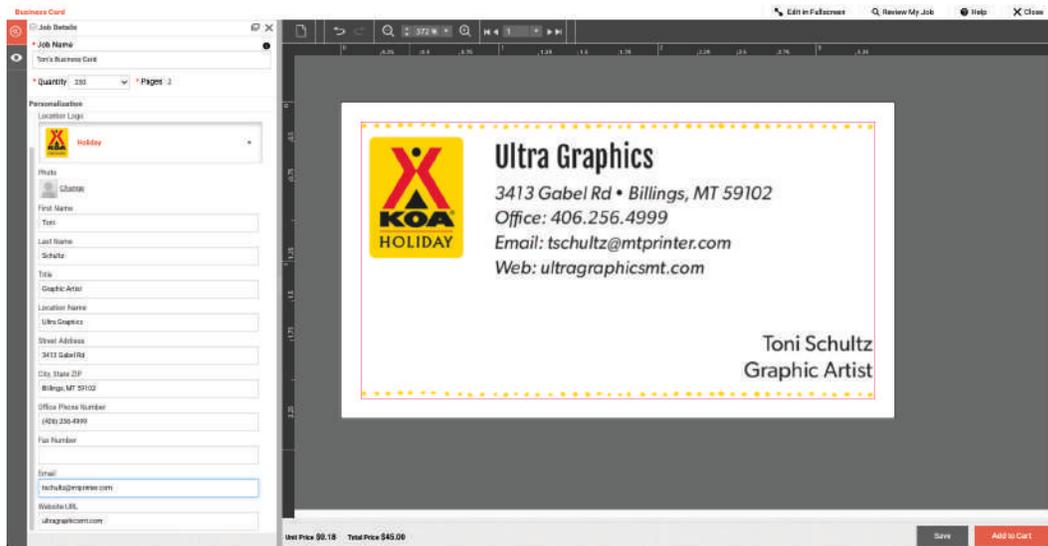


# Proofing Your Order

## Save and Review Your Job

Before adding your product to the cart, save and review the job.

- 1: Click **“Save”** to save your project under **“MY SAVED JOBS”** if it’s something you would order again in the future .



 Every time you **“Save”** a job, a new version will show up in the **My Saved Jobs** list.

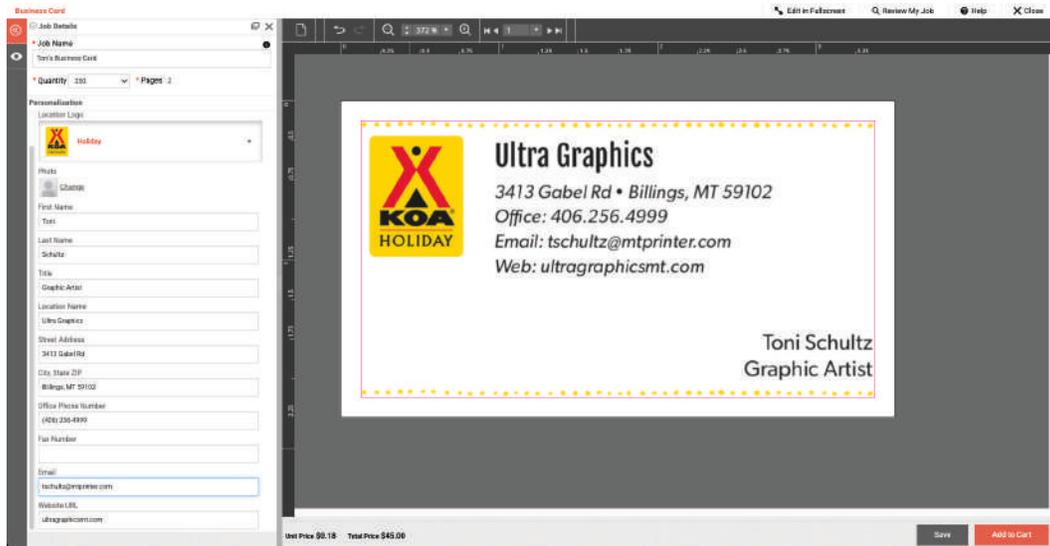


**Name your files something you will remember for easier re-orders in the future.**

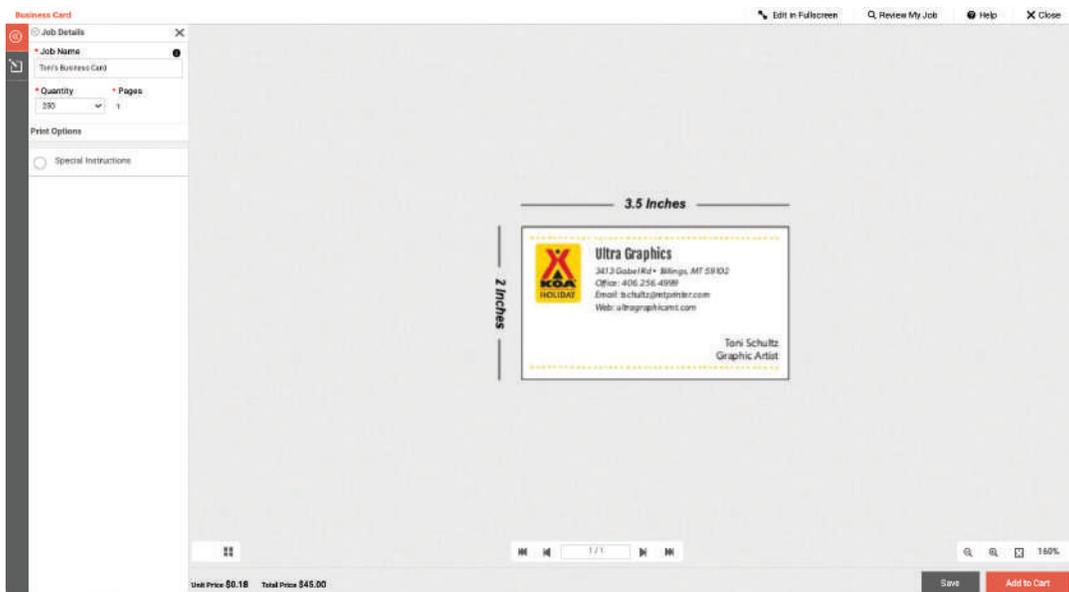
# Approve Your Proof

## Approve Your Proof

1: Click "Add to Cart" to review your proof.



2: Make sure all information is correct before continuing. Double-check that logos and text appear correctly in your preview - what you see is what will print. Click "Add to Cart".



*You can update your job anytime before finishing your check-out.*

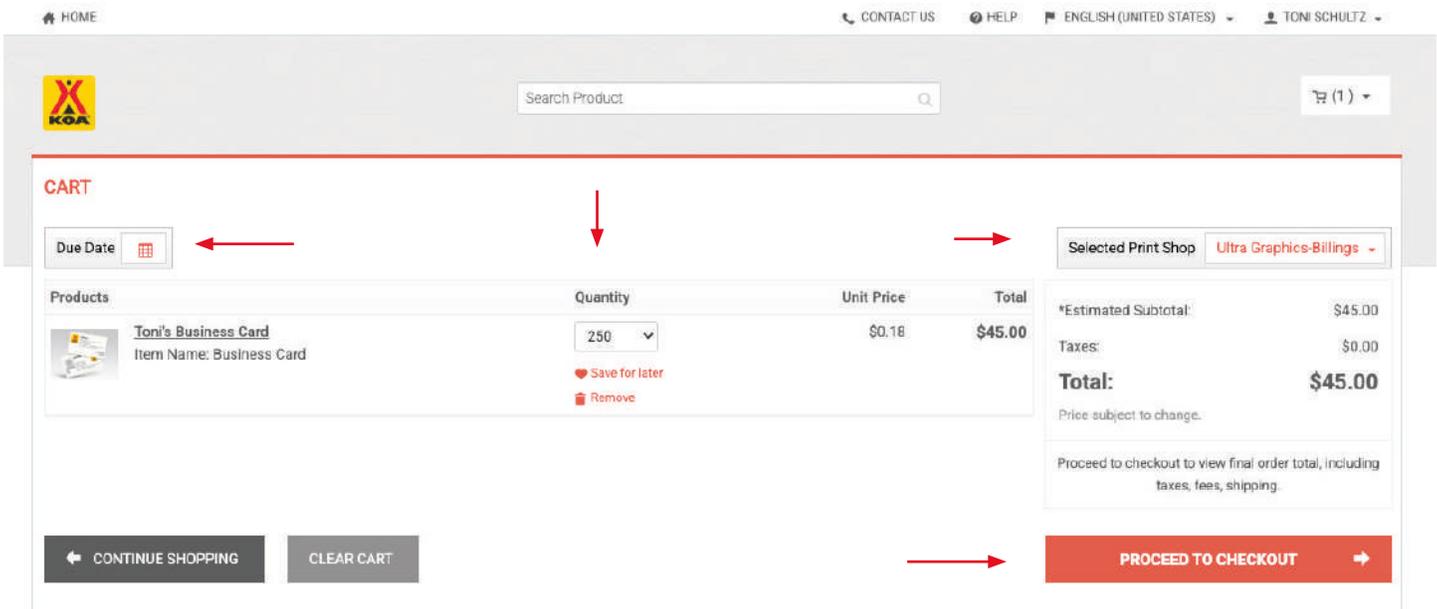
# Checking Out

## Checkout and Submit Your Order

- 1: Review your cart.
- 2: Select your **“Due Date”** and **“Quantity”**.
- 3: Make sure Ultra Graphics-Billings is selected as the Print Shop.
- 4: If any changes need to be made to the layout, this is the time to do it, by clicking on the job link.

 **Once you have checked-out, the order moves into production and cannot be changed.**

- 5: Click **“PROCEED TO CHECKOUT”**.



HOME CONTACT US HELP ENGLISH (UNITED STATES) TONI SCHULTZ

Search Product

**CART**

Due Date 

Selected Print Shop **Ultra Graphics-Billings**

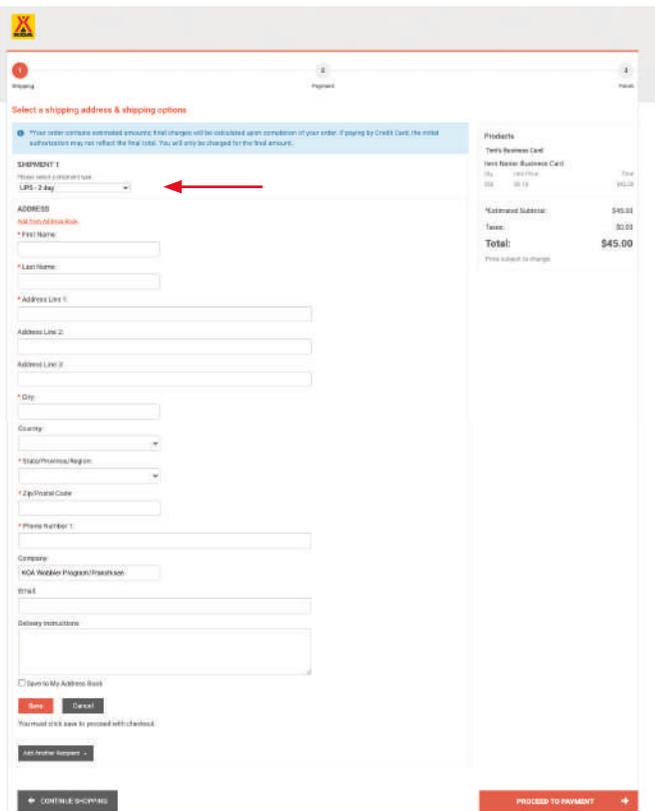
| Products                                                                                                                                  | Quantity | Unit Price | Total   |
|-------------------------------------------------------------------------------------------------------------------------------------------|----------|------------|---------|
|  <b>Toni's Business Card</b><br>Item Name: Business Card | 250      | \$0.18     | \$45.00 |

Save for later Remove

\*Estimated Subtotal: \$45.00  
Taxes: \$0.00  
**Total: \$45.00**  
Price subject to change.

Proceed to checkout to view final order total, including taxes, fees, shipping.

CONTINUE SHOPPING CLEAR CART **PROCEED TO CHECKOUT**



Select a shipping address & shipping options

\*Your order contains estimated amounts that charges will be calculated upon completion of your order. If paying by Credit Card, the final authorization may not reflect the final total. You will only be charged for the final amount.

SHIPMENT 1  
How soon do you need this?  
UPS - 2 day

ADDRESS  
Not Data Address Book

\*First Name  
\*Last Name  
\*Address Line 1  
Address Line 2  
Address Line 3  
\*City  
Country  
\*State/Province/Region  
\*Zip/Postal Code  
\*Phone Number 1  
Company  
KOA Member Program/Institution  
Email  
Delivery instructions  
 Save to My Address Book  
Done Cancel  
You must click save to proceed with checkout.

CONTINUE SHOPPING **PROCEED TO PAYMENT**

- 6: Select your shipment type and fill-in your information.

- 7: Click **“PROCEED TO PAYMENT”**.



Shipping **2** Payment **3** Finish

How would you like to pay?

**i** \*Your order contains estimated amounts; final charges will be calculated upon completion of your order. If paying by Credit Card, the initial authorization may not reflect the final total. You will only be charged for the final amount.

**PAYMENT METHOD**  
Please select a payment type.

Campground

**CAMPGROUND**  
Franchise Number:

**Products**  
Toni's Business Card

| Qty | Unit Price | Total   |
|-----|------------|---------|
| 250 | \$0.18     | \$45.00 |

\*Estimated Subtotal: \$45.00  
Taxes: \$0.00  
**Total: \$45.00**  
Price subject to change.

[← CONTINUE SHOPPING](#) [PLACE MY ORDER →](#)

6: Enter your Franchise Number.

5: Click **"PLACE MY ORDER"**.

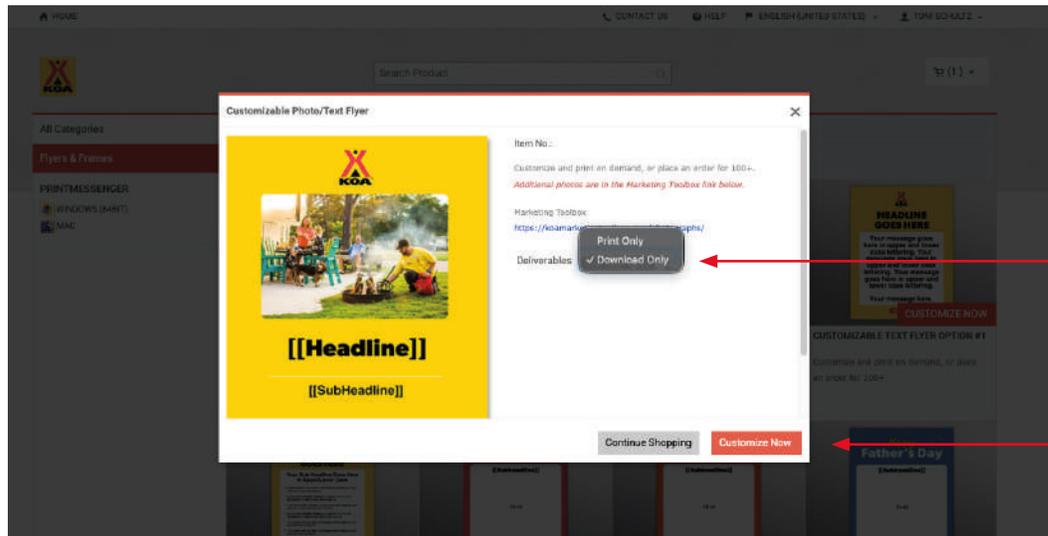
 **NOTICE:** Thank you! Your order has been received. Our team will follow up with your final invoice and payment options, along with any applicable rush or shipping fees.

# Downloading a Flyer

## Download and Print Your Flyers

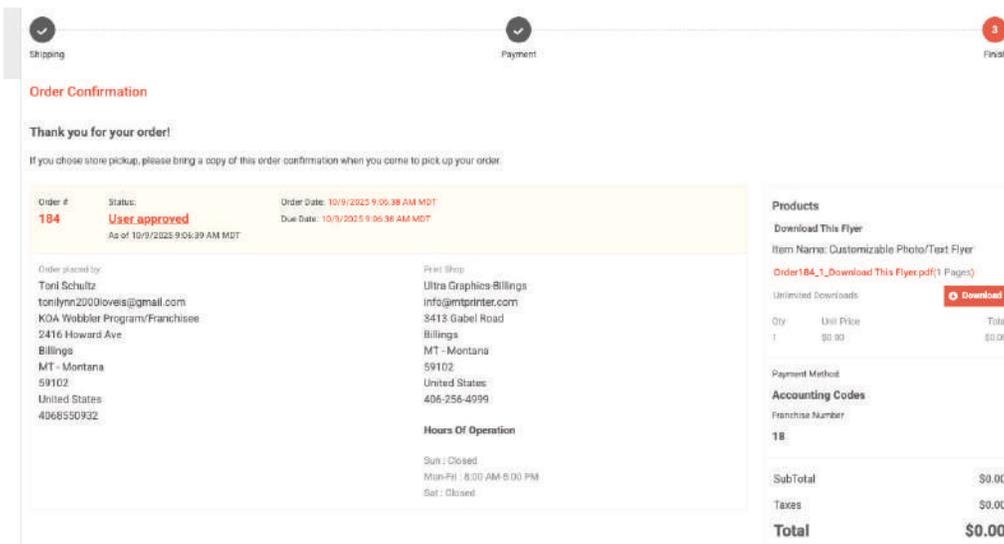
You can download print-ready PDFs of your flyers directly from the product page.

- 1: Once you have your flyer selected, choose **“Download Only”** and then **“Customize Now”**



Choosing **“Print Only”** will send Ultra Graphics an order to be printed at our Print Shop. Choosing **“Download Only”** will not trigger a print job. It will let you download the print-ready PDF to use for your own internal purposes at no cost.

- 2: Customize, save, and proof your flyer like you would any other product.
- 3: **“Add to Cart”**
- 4: **“PROCEED TO CHECKOUT”**
- 5: **“PLACE MY ORDER”**



- 6: You can now download your flyer with the **“Download”** button on the Order Confirmation page and print it yourself on-site.

# Reorder a Project

## Reorder in Seconds

Your customized files can be accessed for future use and reorders.

1: Navigate to "ORDER HISTORY AND STATUS".

The screenshot shows the KOA website home page. At the top right, there is a user profile dropdown menu for 'TONI SCHULTZ'. The 'ORDER HISTORY & STATUS' option is highlighted in red, and a red arrow points to it from the right. Below the navigation bar is a search bar and a large banner for 'EXCLUSIVE Ready-to-Order KOA PRODUCTS'. The banner includes the text 'Don't see what you need? Email Angie Kramer at akramer@mtprinter.com.' and the 'ultra graphics' logo. Below the banner are four featured categories: 'Wobbler Posters & Frames', 'Flyers & Frames', 'Open House Materials', and 'Grand Opening Materials', each with a 'BROWSE' button.

2: You will re-directed to the Order History & Status page. Simply click "Re-Order" and check out as you normally would.

The screenshot shows the 'Order History & Status' page. The page title is 'ORDER HISTORY & STATUS'. There are filters for 'Time period' (All Orders), 'Show status' (All), and 'Sort by' (Order Date). A search bar is labeled 'Search by Order ID'. Below the filters, there is a table with one row for 'Order # 182'. The order status is 'Canceled' and the customer is 'Toni's Business Card'. The 'Re-Order' button is highlighted with a red arrow from the right.

| Order #     | Status   | Customer             | Re-Order                 |
|-------------|----------|----------------------|--------------------------|
| Order # 182 | Canceled | Toni's Business Card | <a href="#">Re-Order</a> |

## Need Help?

### We're Here for You!

If you ever get stuck or need assistance, our team is happy to help.

### Contact:

[akramer@mtprinter.com](mailto:akramer@mtprinter.com)

(406) 256-4999

### Thank you for ordering from Ultra Graphics!

We appreciate your business and look forward to supporting your campground with high quality print and marketing products.



3413 Gabel Road, Billings, MT 59102  
(406) 256-4999  
[ultragraphicsmt.com](http://ultragraphicsmt.com)

PRINT | SIGNS | VEHICLE GRAPHICS | MARKETING | DESIGN | MAIL