Online Proofing System

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Table of Contents

Introduction 3

Benefits..... 3

How It Works..... 4

Features..... 10

Pricing & Billing 11

Supported File Types 12

Credit Card Authorization 13

Introduction

ProofStuff is a web application that allows your company to manage proof generation, approval, and follow up processes for your customers.

“Proofs” are images or documents that you want your customer to approve or decline. They are uploaded from within OnSite and your customers are presented with a consistent professional interface where they can view the proof using standard web browsers.

Some common usage examples include:

- You have finalized a new design for your customer and need the customer’s final approval before proceeding with production.
- You are working on a new design concept for a customer and want them to choose between several different options.
- You want your customer to “sign off” on the order approval for a sales order. This can take the place of the traditional signed and faxed order approval.
- You want your customer to “sign off” on shipping instructions or other pertinent details as they relate to a sales order.

Benefits

- ### Organized and Streamlined

  ProofStuff is **completely integrated with your OnSite system**, meaning all employees can see art and order approval details at any time. Proofs are linked to Orders or Designs allowing customer service reps and artists instant access to information on this critical aspect of order processing.

- ### Automated Follow Up

  ProofStuff has **automated email reminders** that are sent to your customers at intervals that you select.

- ### Consistent and Professional Presentation

  Your customers will be presented with a consistent and professional approval process complete with **your branding and customized instructions**.

- ### Centralized Tracking

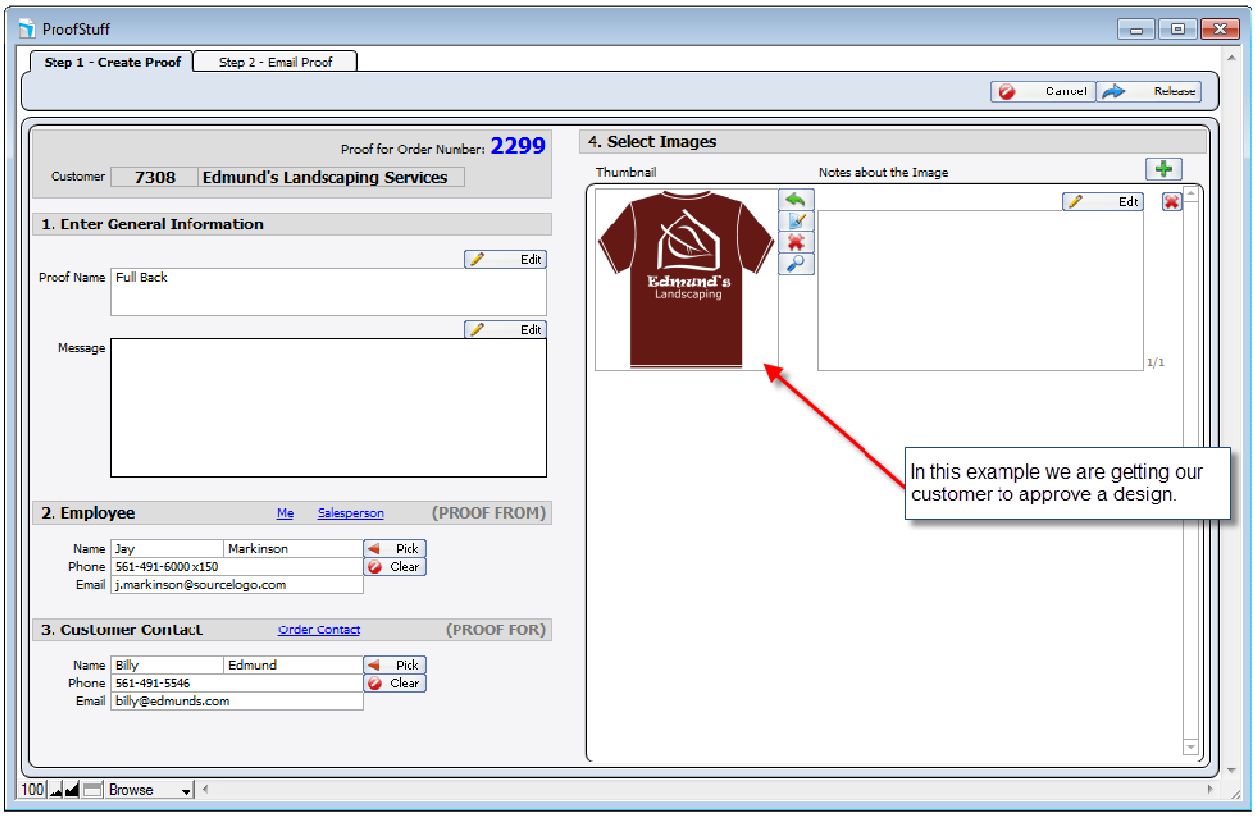
  All data for the approval process are stored and viewable. This includes dates, times, digital approval “signature” and IP addresses of approving parties.

How It Works

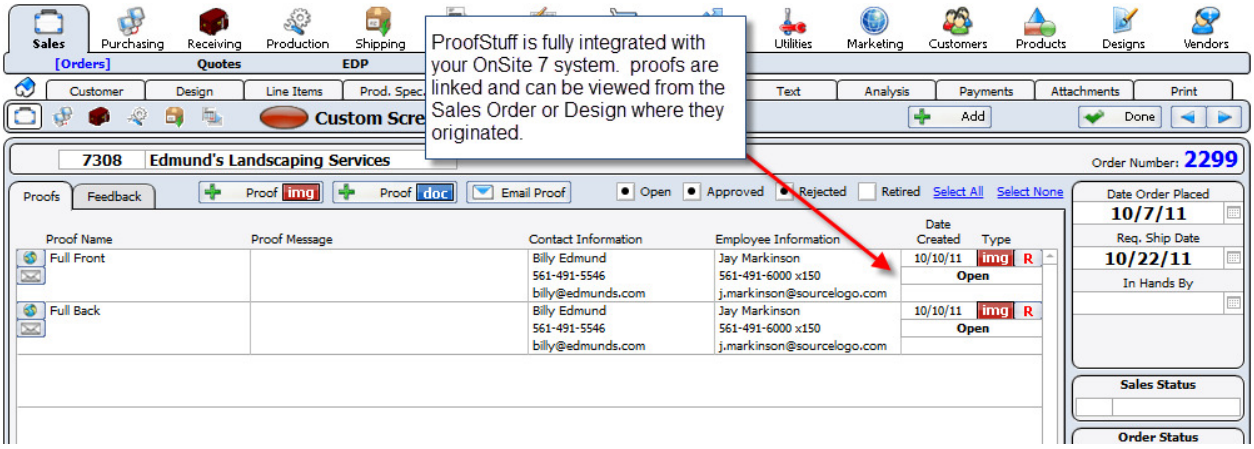
Below is an overview of how the ProofStuff.com proofing process works. For more details on setting up and using ProofStuff, view the training videos available on www.ShopWorksCentral.com.

Step 1 – Generate your Proof From OnSite

Proofs are uploaded to ProofStuff.com from your OnSite 7 system.



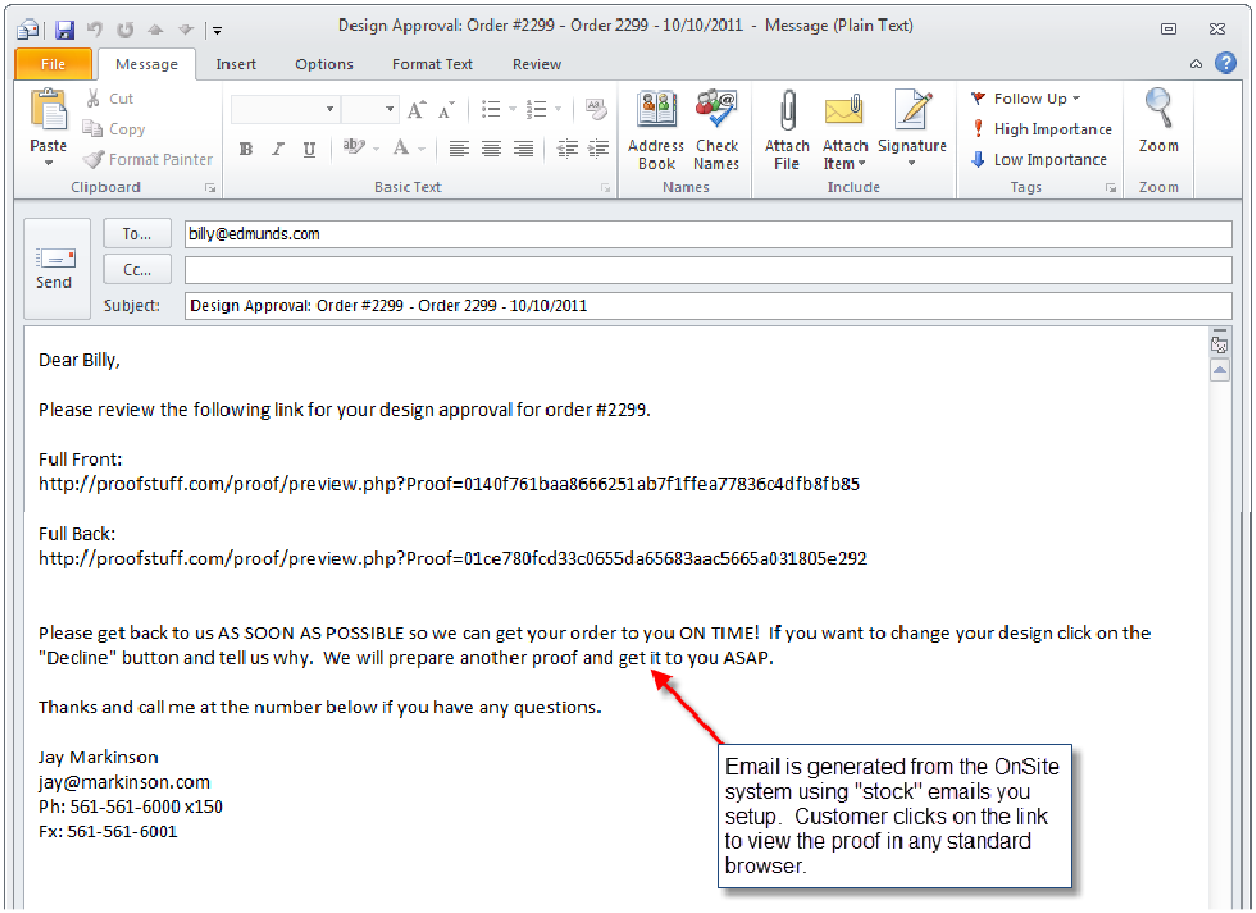
Remember that a "Proof" can be almost anything…an image, several images, a document, or even an OnSite 7 form.



Remember that ProofStuff.com is fully integrated with your OnSite 7 system. This means Proof status and details can be viewed and accessed directly from OnSite 7 and all data is live and real-time.

Step 2 – Send Your Customer an Email

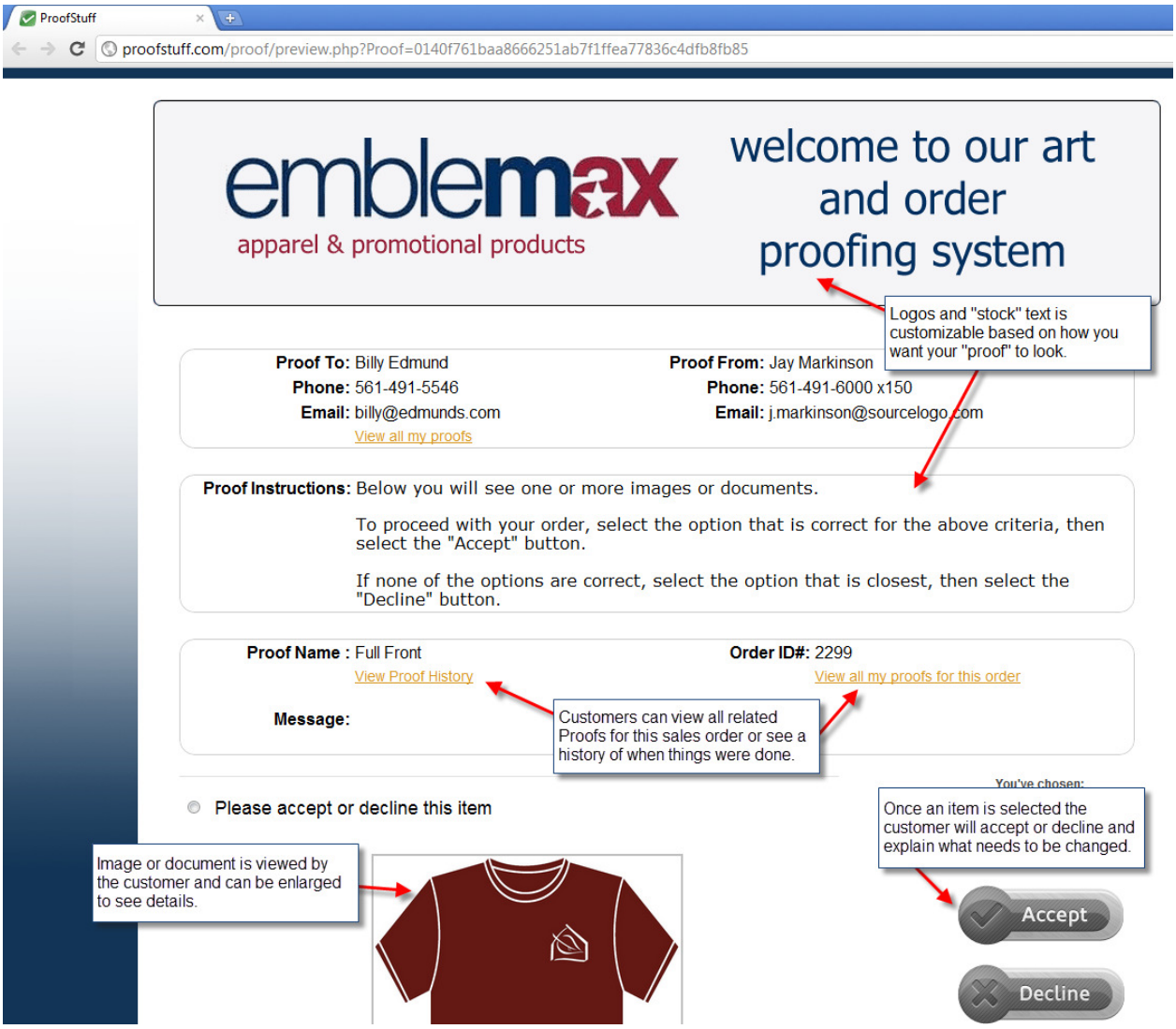
Once proofs have been created, send an email to your customer with links to view the proofs.



You have the option to send one email per proof or you can send a single email with all the proofs in it (like shown above).

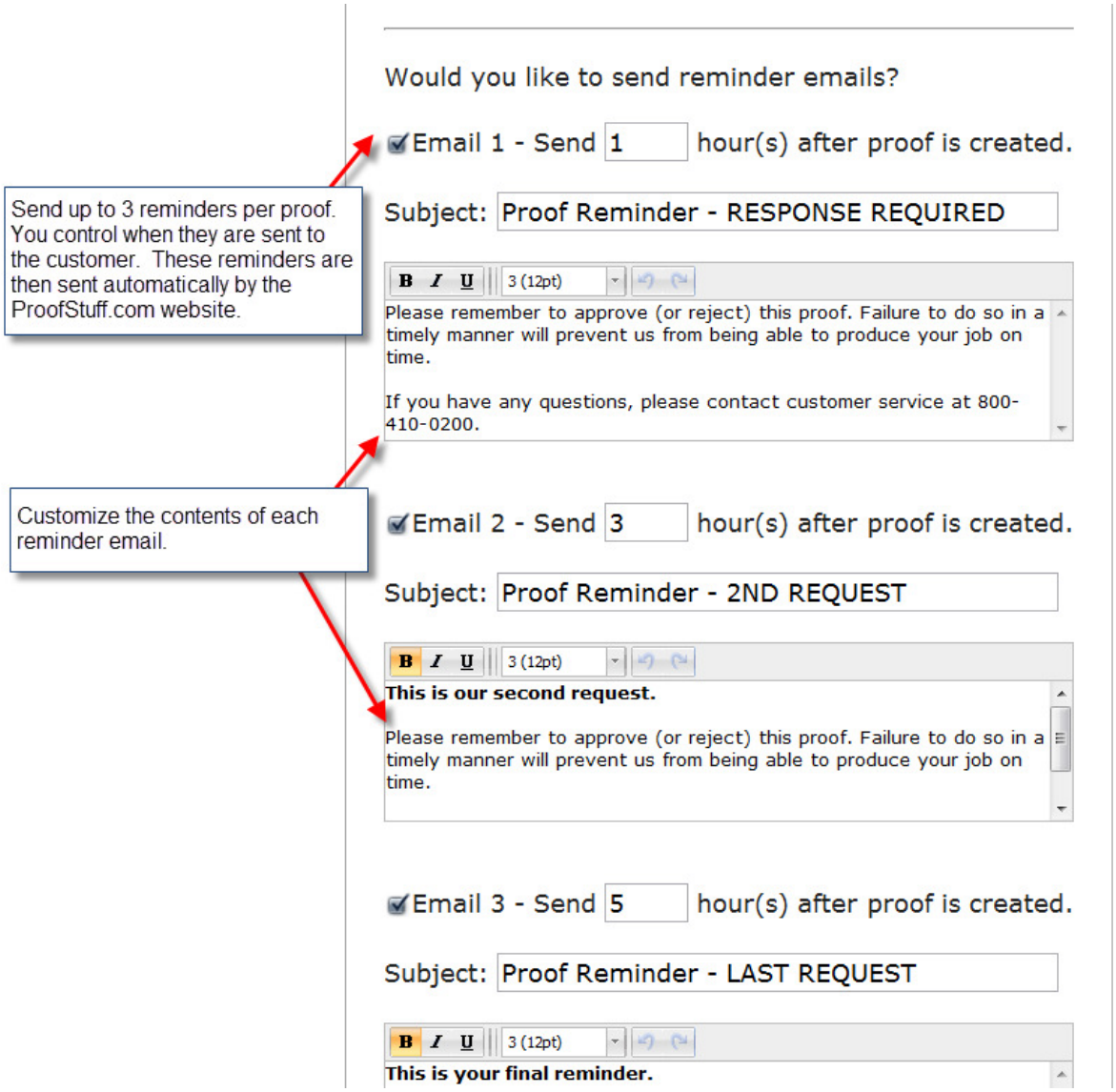
Step 3 – Customer Views The Proof

Once your customer receives their email they click on the link(s) to see a proof.



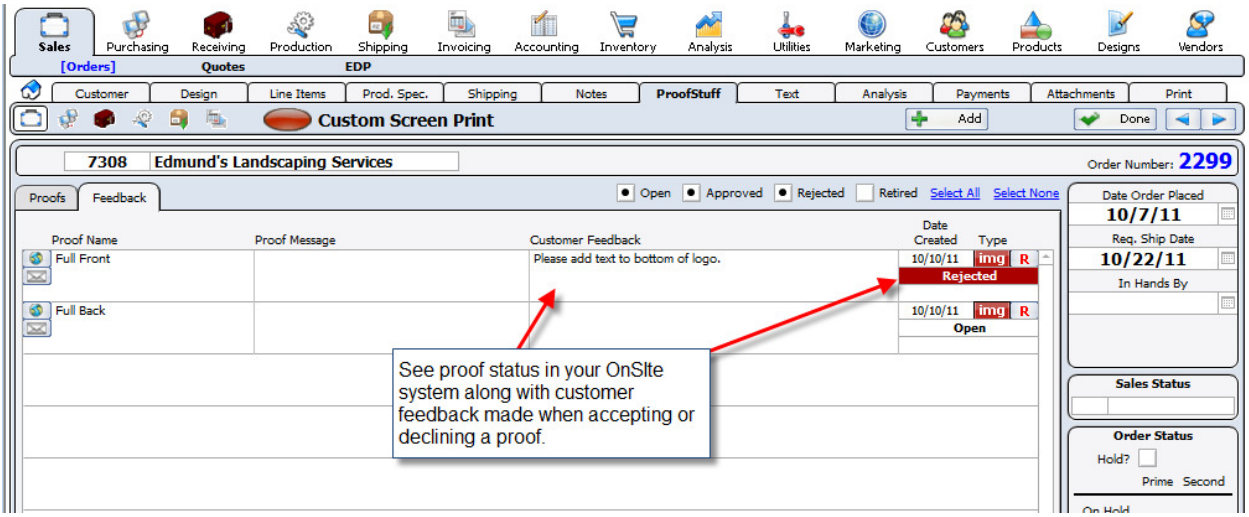
Step 4 – Customer Reminders

You can setup your ProofStuff.com website to send customers email “reminders” to approve their proof.



Step 5 – Customer Response

When a customer approves or declines a proof you are sent an (optional) email notifying you. In addition, you can see the changes to the proof real-time in your OnSite system.



NOTE: This is just an overview of the ProofStuff.com website and how it works. For a more detailed look please contact ShopWorks for a personalized demo or view the ProofStuff.com training videos available on www.shopworkscentral.com.

Features

- ProofStuff.com is a hosted service. You do not need to setup any websites or domain names to use it.
- Generate customer proofs from your OnSite system. Proofs are images, documents, or ShopWorks forms. See “Supported File Types” section of this document for more details.
- Generate approval email for customer utilizing dynamic text and stock forms you store in your OnSite 7 system.
- Customize how proofs look when a customer views them. This includes logo, colors and stock text that is presented.
- Choice of zoom methods when a customer views an image proof.
- Logging for when customer is sent, approves, or declines a proof gives you complete timetable “accountability” on each proof.
- System stores email address, person name, and IP address when a proof is approved or declined.
- Email confirmations are sent to your employees when a proof is approved or declined.
- ProofStuff.com sends up to 3 customizable email reminders for proofs that are open, and have not been approved or declined.
- “Retire” process allows you to remove proofs from the system that are no longer relevant to a sales order or design.
- ProofStuff.com Admin Console allows you to administer your site and see open proofs from any web browser and internet connection.

Pricing and Billing

ProofStuff.com pricing is based on the number of proofs that you create on a monthly basis:

Monthly Cost	Proofs Included	Cost Per Proof
$ 75	1,000	$ 0.0750
$ 125	2,000	$ 0.0625
$ 160	3,000	$ 0.0533

NOTE: Anything over 3,000 proofs per month are billed at $.05 per proof.

- ProofStuff.com is charged as a monthly web-based service. There are no setup charges to begin using ProofStuff.com.
- We must have your credit card on file for monthly charges. To begin your service, please fill out the credit card authorization form at the end of this document and fax to 877-491-5860.
- Charges are made on the 15th of each month for the next month's service.
- Your ProofStuff.com service can be terminated at any time by sending an email to jay@shopworx.com.

Supported File Types

ProofStuff.com support both image proofs and document proofs. Listed below are the support files for each proof type.

Image File Types Supported

- JPG
- PNG
- GIF

Document File Types Supported

- Microsoft Word (.DOC and .DOCX)
- Microsoft Excel (.XLS and .XLSX)
- Microsoft PowerPoint (.PPT and .PPTX)
- Adobe Portable Document Format (.PDF)
- Apple Pages (.PAGES)
- Adobe Illustrator (.AI)
- Adobe Photoshop (.PSD)
- Tagged Image File Format (.TIFF)
- Autodesk AutoCad (.DXF)
- Scalable Vector Graphics (.SVG)
- PostScript (.EPS, .PS)
- TrueType (.TTF)
- XML Paper Specification (.XPS)
- Archive file types (.ZIP and .RAR)

shopworks credit card authorization

ProofStuff
Powered By shopworks

Company Name _____ Date _____

Monthly Recurring Charges - ProofStuff.com

Signing this form authorizes ShopWorks to charge credit card based on website usage as shown below. Charges will be made on or about the 15th of each month for service for the following month. Customer can cancel service at any time provided ShopWorks receives verbal or email notification by the 14th of a month. Email should be sent to jay@shopworx.com.

	Monthly Cost	Proofs Included	Cost Per Proof
Charge Amount	$ 75	1,000	$ 0.0750
	$ 125	2,000	$ 0.0625
	$ 160	3,000	$ 0.0533

NOTE: Over 3,000 proofs per month is billed at $.05 per proof.

START DATE _____

Authorization Information

MasterCard ☐ Corporate ☐

Visa ☐ Personal ☐

Amex ☐

Card Number

[ ] – [ ] – [ ] – [ ]

Expiration Date

[ ]

V-Code

[ ]

V-code is the 3 or 4 digit security code listed on the back of your card.

We MUST have your complete address below and this MUST match the billing address for the Credit Card being used.

CARDHOLDERS NAME (PLEASE PRINT) _____

CARDHOLDERS BILLING ADDRESS _____

CITY _____ STATE _____ ZIP _____

CARDHOLDERS SIGNATURE _____

fax completed form to 877-491-5860 or
email completed form to jay@shopworx.com