

Holland & Knight

BUSINESS CARD PORTAL MANUAL



Using the Holland & Knight Business Card and FYI Pad Order Portal

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About the Portal

Purpose

The Holland & Knight Stationery Order Portal was developed for easy ordering of Business Cards and FYI Pads. Every location can place their orders through the HK Order portal. The redesigned portal can be accessed by the following link.

<https://hkorderportal.com>

Each location was sent a login and initial password for their specific location. It is the responsibility of each office location to keep their business and shipping information current, as well as designating a staff member to act as an admin for their location on the Portal. The admin will be the “point person” that will receive all order confirmations for their location, and will be the person contacted with any questions that may arise on the Portal.

Highlights

After the personalized data has been entered for a product, a PDF of the product will be created for proofing, printing and approving. Please be sure that your data and/or proof is correct. You will not be able to process the order until you verify all information is correct on the proof. PDF proofs will not be sent except for special order items.

Please Note: *Information should be entered exactly as it is to appear on your stationery.*

Example: The email address should be formatted correctly, entered as all lowercase letters. Phone numbers should include dots between the area code and exchange. (*i.e.* 123.123.1234)

Once personalized data has been entered, a proof can be created immediately on screen next to the data entered. If modifications to the data are needed, they can be made directly to the data and a new proof generated.

Please Note: *Proof can be magnified by hovering over the template. To print proof, click on the “Print Proof Button.”*

The admin or the order entry person for each office should review the proof (and/or the data), before submitting the order.

Once the order is submitted, a confirmation of the order, including a copy of the proof, will be sent to the admin email. Depending on the product, Business Cards & FYI Pads are generally completed and shipped within 2-3 days (Partner Cards will take 5-7 business days). Special requests, *i.e.* custom layouts or expedited deliveries, will be accommodated as necessary.

To Access Your Order Portal

To enter the website, login to <https://hkorderportal.com>

You can then login with your username and password. Each location has a unique username and password that was assigned. Contact Support for help with logins. You must be logged in to access the Order Portal.

HK

Home

Holland & Knight | Order Portal



Holland & Knight
Order Portal Products

Business Cards
FYI Note Pads &
Combo BCs + FYIs

Login to Select a Product

Log In

Username:

Password:

☐ Remember Me

Login

[Forgot Password?](#)

Please Login to Continue

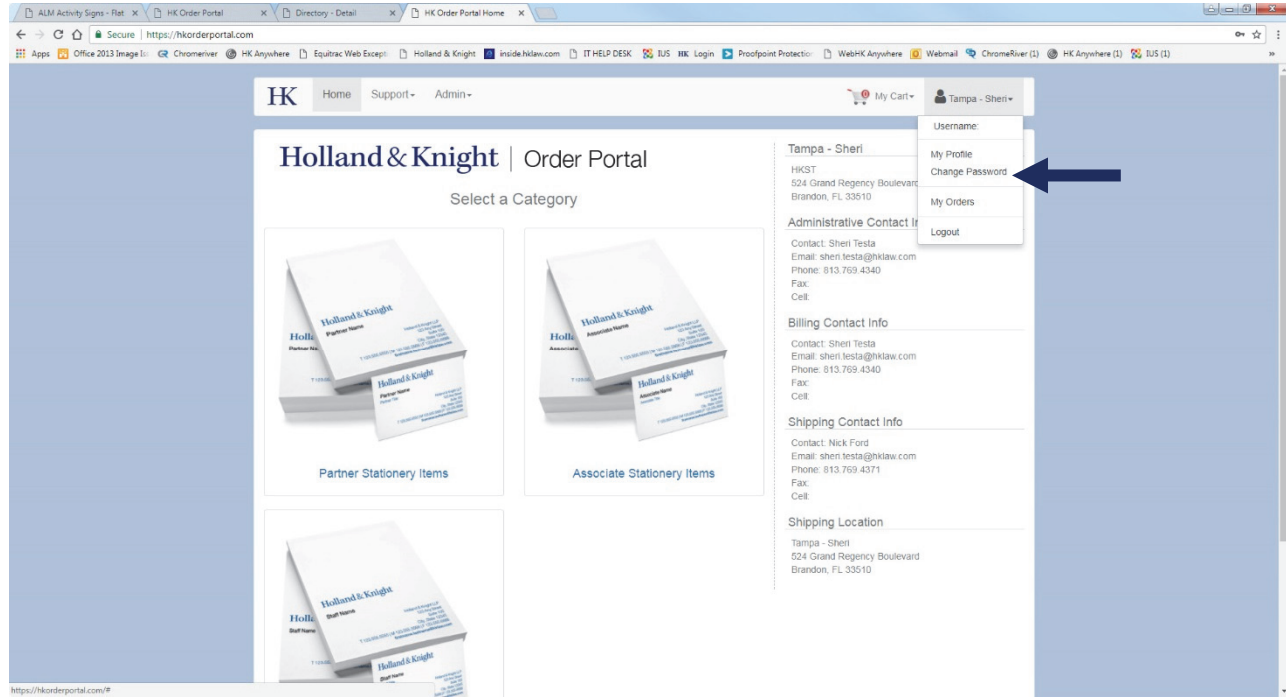
Once logged in you can use the Support Menu For Help

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Change Password

To change your password, click under username and a drop down menu will appear. Click on the “Change Password.”



You will be prompted to enter your new password and confirm the new password on the screen.

A screenshot of the 'Change Your Password' form within the Holland & Knight Order Portal. The form is titled 'Change your password' and contains two input fields: 'New Password:' and 'New Password Confirmation:'. Below these fields are two buttons: a green 'Change Password' button and a red 'Cancel' button. The form is set against a light blue background. At the bottom of the page, there is a footer with the text 'Graphics + Design Imaging at the Speed of Business' and contact information: '1111 West Cass Street, Tampa, Florida 33606', 'Phone (813) 254-9444 • Fax (813) 254-9445 • www.g-d.com • output@g-d.com'.

Forgot Password

If you forgot your password you can click “Forgot Password?” link to gain access.

HK Home

Holland & Knight | Order Portal



Holland & Knight
Order Portal Products

Business Cards
FYI Note Pads &
Combo BCs + FYIs

Login to Select a Product

Log In

Username:

Password:

☐ Remember Me

Login

Forgot Password?

Please Login to Continue

Once logged in you can use the Support Menu For Help

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A new screen will appear. You must know your Username in order to update your password.

HK Home

Password Reset

Reset Your Password

Enter the username of your location (*possibly HK something*), and a password reset email will be sent to the Admin.

Username:

Send Password Reset Link to Admin Email

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Once you enter your username, an email will be sent to the admin on the account.

The screenshot shows a web interface for a password reset. At the top left is the 'HK' logo and a 'Home' link. The main heading is 'Password Reset'. Below this is a form titled 'Reset Your Password' with the instruction: 'Enter the username of your location (possibly HK something), and a password reset email will be sent to the Admin.' A green success message states: 'We have e-mailed your password reset link!'. Below the message is a 'Username:' label next to a text input field. At the bottom of the form is a blue button labeled 'Send Password Reset Link to Admin Email'. The footer contains the company name 'Graphics + Design Imaging at the Speed of Business' and contact information: '1111 West Cass Street, Tampa, Florida 33606', 'Phone (813) 254-9444 • Fax (813) 254-9445 • www.g-d.com • output@g-d.com'.

Follow the instructions in that email to reset your password.

HK Order Portal

Hello Admin!

You are receiving this email because we received a password reset request for your account.

[Reset Password](#)

If you did not request a password reset, no further action is required.

Regards,
HK Order Portal

If you're having trouble clicking the "Reset Password" button, copy and paste the URL below into your web browser:
<http://hkorderportal.com/password/reset/e3e5203b8903ff0d661f976d4701eea297e77f73a39000e44ab1fc1888068cec>

A new screen will appear.

HK

Home

Reset Your Password

Reset Your Password
Enter the username from the location requesting the password reset (*possibly HK something*), and then enter and confirm your new password. You will automatically be logged in. Please remember your updated password.

Username:

New Password:

New Password

Password Confirm:

New Password Confirm

Reset Password

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Changing Account Information

Once you are logged in, click under username and select My Profile from the drop-down list.

HK

Home

Support

Admin

My Cart

Tampa - Sheri

Holland & Knight | Order Portal

Select a Category



Partner Stationery Items



Associate Stationery Items



Staff Stationery Items

Tampa - Sheri
HKST
524 Grand Regency Boulevard
Brandon, FL 33510
Administrative Contact Info
Contact: Sheri Testa
Email: sheri.testa@hklaw.com
Phone: 813.769.4340
Fax:
Cell:
Billing Contact Info
Contact: Sheri Testa
Email: sheri.testa@hklaw.com
Phone: 813.769.4340
Fax:
Cell:
Shipping Contact Info
Contact: Nick Ford
Email: sheri.testa@hklaw.com
Phone: 813.769.4371
Fax:
Cell:
Shipping Location
Tampa - Sheri
524 Grand Regency Boulevard
Brandon, FL 33510

Username:

My Profile

Change Password

My Orders

Logout

A new screen will appear and location information will be displayed. Change the information as needed and select Update Profile.

My Profile

Return Home

Username:

Location Name:

Admin Contact

Admin Contact Name:

Admin Contact Email:

Admin Contact Phone:

Admin Contact Fax:

Admin Contact Cell:

Billing Contact

Billing Contact Name:

Billing Contact Email:

Billing Contact Phone:

Billing Contact Fax:

Billing Contact Cell:

Location Address 1:

Location Address 2:

Location City:

Location State:

Location Zip:

Shipping Contact

Shipping Contact Name:

Shipping Contact Email:

Shipping Contact Phone:

Shipping Contact Fax:

Shipping Contact Cell:

Shipping Address 1:

Shipping Address 2:

Shipping City:

Shipping State:

Shipping Zip:

Update Profile

Reject Changes and Return Home

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Portal Products

The Holland & Knight Order Portal has the following products available for ordering online.

Partner Business Cards and/or FYI Pads

1. Partner Business Cards

(Partner Business Cards should be ordered for Partners ONLY)

2. Partner FYI Pads

(Partner FYI Pads: Note pads with contact info; Titles do not appear on FYI pads)

3. Partner Business Cards & FYI Pads

(Partner Business Cards & FYI Pads Combination)

Associate Business Cards and/or FYI Pads

1. Associate Business Cards

(Associate, Senior Counsel, Of Counsel Business Cards should be ordered here)

2. Associate FYI Pads

(FYI Pads: Note pads with contact info; Titles do not appear on FYI pads)

3. Associate Business Cards & FYI Pads

(Business Cards & FYI Pads Combination)

Staff Business Cards and/or FYI Pads

1. Staff Business Cards

(All Staff Business Cards)

2. Staff FYI Pads

(FYI Pads: Note pads with contact info; Titles do not appear on FYI pads)

3. Staff Business Cards & FYI Pads

(Business Cards & FYI Pads Combination)

The ordering process for entering your data, selecting a quantity, adding the item into your cart, modifying your data, creating an online proof, and submitting your order is the same for all products. The following section uses the “Partner Business Card” as an example for all products.

Partner Business Card

Please note: This is an example of the ordering process for All Products

From the main screen select “Partner Stationery Items.”

HK

Home

Support ▾

Admin ▾

 My Cart ▾

 Tampa - Sheri ▾

Holland & Knight | Order Portal

Select a Category



Partner Stationery Items



Associate Stationery Items



Staff Stationery Items

Tampa - Sheri

524 Grand Regency Boulevard
Brandon, FL 33510

Administrative Contact Info

Contact: Sheri Testa
Email: sheri.testa@hklaw.com
Phone: 813.769.4340
Fax:
Cell:

Billing Contact Info

Contact: Sheri Testa
Email: sheri.testa@hklaw.com
Phone: 813.769.4340
Fax:
Cell:

Shipping Contact Info

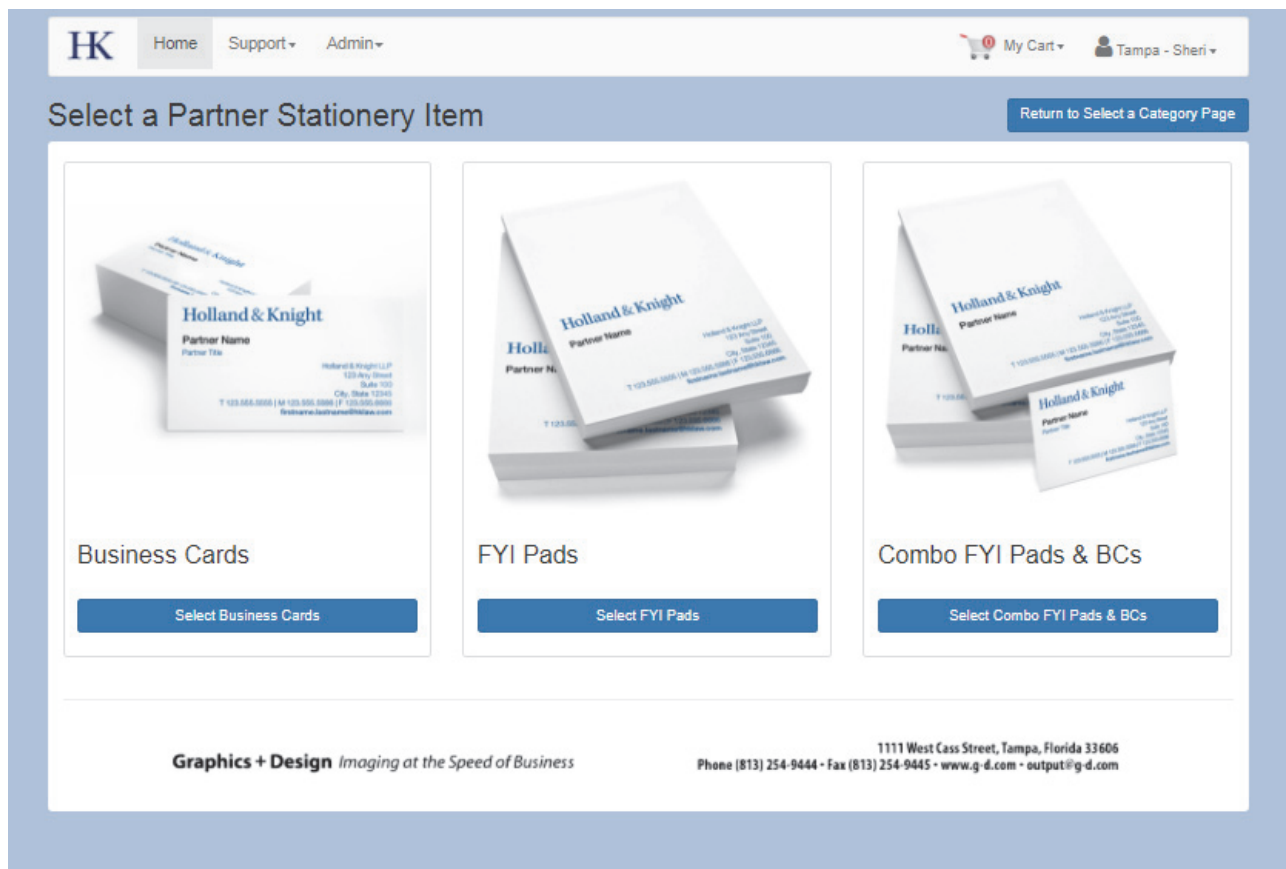
Contact: Nick Ford
Email: sheri.testa@hklaw.com
Phone: 813.769.4371
Fax:
Cell:

Shipping Location

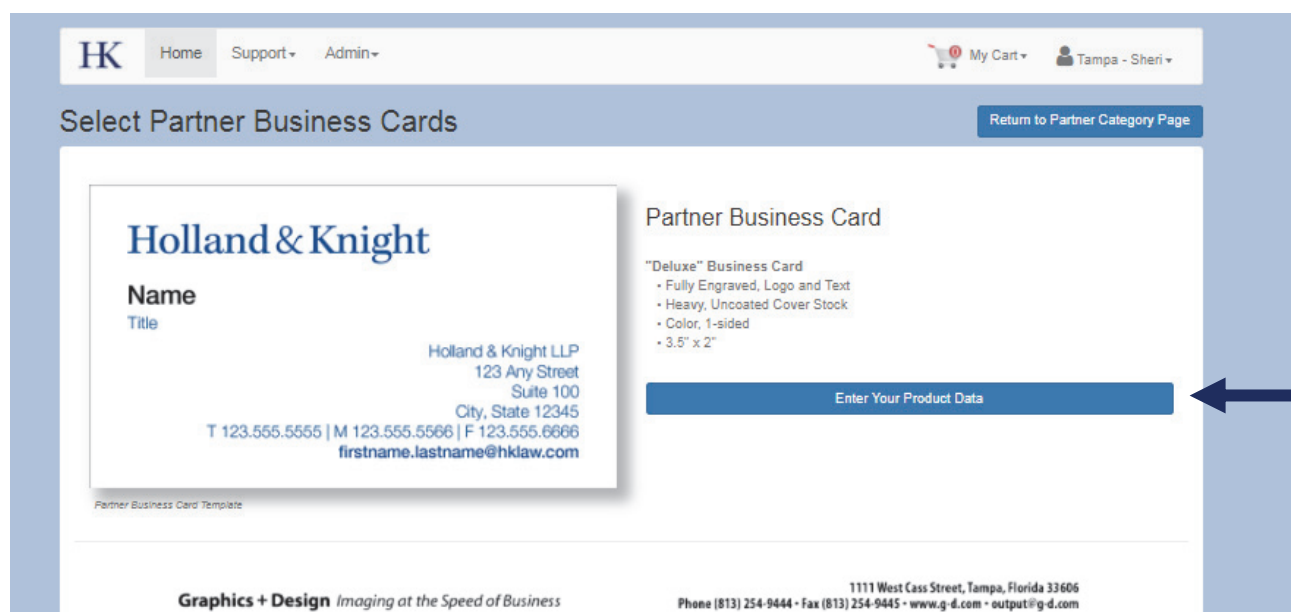
Tampa - Sheri
524 Grand Regency Boulevard
Brandon, FL 33510

9

Once you select the Partner Stationery Items, on the next screen, select the product you wish to order.



Once you select product, a new screen will appear. Select “Enter Your Product Data.”



Enter your information exactly as it is to appear on the business card or FYI pad. The title entered must be on the approved title list. For a Partner, Associate or Staff card, use the drop-down arrow to make your selection, or as you type, the list of titles will narrow to your selection. (*i.e.* type “S” to see all approved titles that begin with “S”). If the title entered is not on the approved list, you will be prompted to correct it before continuing your order entry.

The email address should be formatted correctly, entered as all lowercase letters. Phone numbers should include dots between the area code and exchange (*i.e.* 123.123.1234). You can also note any other necessary information about your order in the “Special Instructions” area.

Fields entered incorrectly will automatically be highlighted in red to notify the user that they need to make a change before proceeding.

You must create or update a proof before adding the product to your cart.

Partner Business Card - Data Entry

Hover over the Template or Proof to magnify.
Click the Template or Proof to display a PDF in a new tab.

Holland & Knight

Name
Title

Holland & Knight LLP
123 Any Street
Suite 100
City, State 12345
T 123.555.5555 | M 123.555.5566 | F 123.555.6666
firstname.lastname@hklaw.com

Partner Business Card Template

Your Location: HKST Tampa - Sheri

Enter the data for your Partner Business Card.
Create or Update your proof before adding the product to your cart.

Name:

Title:

Email:

Address1:

Address2:

City:

State: **Zip:**

Phone: **Fax:**

Cell:

Special Instructions:

Create Proof

Cancel

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From this screen you can create your proof directly on the screen. You can hover over the Template or Proof to magnify the information and also print the proof.

Partner Business Card - Data Entry

Hover over the Template or Proof to magnify.
Click the Template or Proof to display a PDF in a new tab.



Partner Business Card Proof

 Print the Proof

Your Location: HKST Tampa - Sheri

Enter the data for your Partner Business Card.
Create or Update your proof before adding the product to your cart.

Name:	John Test		
Title:	Partner		
Email:	john.test@hklaw.com		
Address1:	524 Grand Regency Boulevard		
Address2:	Address 2 (Optional)		
City:	Brandon		
State:	FL	Zip:	33510
Phone:	813.256.2354	Fax:	813.769.4521
Cell:	123.123.1234		
Special Instructions:	Enter any Special Instructions here.		

Create Proof

Cancel

Add to Cart

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To create a pdf of the proof, click on the template and a new window will appear.

After you verify all information is correct and create a proof, you can add the item to your cart.

Partner Business Card - Data Entry

Hover over the Template or Proof to magnify.
Click the Template or Proof to display a PDF in a new tab.



Partner Business Card Proof

 Print the Proof

Your Location: HKST Tampa - Sheri

Enter the data for your Partner Business Card.
Create or Update your proof before adding the product to your cart.

Name:	John Test		
Title:	Partner		
Email:	john.test@hklaw.com		
Address1:	524 Grand Regency Boulevard		
Address2:	Address 2 (Optional)		
City:	Brandon		
State:	FL	Zip:	33510
Phone:	813.256.2354	Fax:	813.769.4521
Cell:	123.123.1234		
Special Instructions:	Enter any Special Instructions here.		
Create Proof Cancel Add to Cart			



Once the card has been added to the cart, the “My Cart” screen will appear showing the information that has been entered.

You will be able to update the order quantity on this screen.

My Cart

Empty CartContinue Shopping

Partner Business Card was added to your cart!

	Product	Quantity	
	Partner Business Card John Test john.test@hklaw.com "Engraved" Business Card • Fully Engraved, Logo and Text • Heavy, Uncoated Cover Stock • Color, 1-sided • 3.5" x 2"	Select Quantity250 Business Cards Update Quantity	Remove Edit

☐ RUSH THIS ORDER

Please ship this order to arrive by: 02/15/2018

If "RUSH" is selected, all items in this cart will be produced and shipped on an ASAP expedited basis.
RUSH Partner Business Cards in this cart will have Digital cards produced and shipped while the engraved version is being produced.

Proceed to Checkout

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Verify that all the information is correct as entered and the correct quantity is selected.

You can then proceed to checkout, rush the order or continue shopping from the My Cart screen.

HK Home Support Admin My Cart Tampa - Sheri

My Cart

Empty Cart Continue Shopping

Partner Business Card was added to your cart!

Product	Quantity
 Partner Business Card John Test john.test@hklaw.com "Engraved" Business Card - Fully Engraved, Logo and Text - Heavy, Uncoated Cover Stock - Color, 1-sided 3.5" x 2"	Select Quantity ▼ 250 Business Cards Remove Update Quantity Edit

☐ RUSH THIS ORDER Please ship this order to arrive by: 02/13/2018

If "RUSH" is selected, all items in this cart will be produced and shipped on an ASAP expedited basis.
RUSH Partner Business Cards in this cart will have Digital cards produced and shipped while the engraved version is being produced.

Proceed to Checkout

Graphics + Design Imaging at the Speed of Business 1111 West Cass Street, Tampa, Florida 33606
Phone (813) 254-9444 • Fax (813) 254-9445 • www.g-d.com • output@g-d.com

Rush Orders

If an order is needed by a certain date you can rush an order. In order to rush an order, the "Rush This Order" button will need to be checked and a date entered that the cards will be needed. If a date is not entered, the order will be produced ASAP. Any cards in the cart will be rushed. If you only need one item rushed, only that order should be in the cart by itself.

Please note: Partner cards will have digital cards produced and shipped while the engraved version is being produced.

When orders are rushed, on the order checkout page you will see information on the rush order.

HK

Home

Support

Admin

My Cart

Tampa - Sheri

Order Checkout

Empty Cart

Continue Shopping

	Product	Quantity	
	Partner Business Card John Test john.test@hkclaw.com "Engraved" Business Card • Fully Engraved, Logo and Text • Heavy, Uncoated Cover Stock • Color, 1-sided • 3.5" x 2"	Select Quantity 250 Business Cards Update Quantity	Remove

This is a **RUSH order**, with an expected delivery date of **Wednesday, February 14, 2018**

It will be shipped to:

Tampa - Sheri (change shipping info)
 Attn: Nick Ford
 524 Grand Regency Boulevard
 Brandon, FL 33510

An Email confirmation will be sent to the admin: Sheri Testa (sher.testa@hkclaw.com).
 Most orders ship within 2-3 working days.
 Please allow 1-2 weeks for engraved Partner Cards.

☐ I have reviewed the Proof(s) of my cart item(s) and confirm that it is correct. Unless I have specifically instructed to the contrary, I understand that production will commence upon submission, and will be shipped without delay.

Yes, Place my Order

No, Return to my Cart

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Checking Out

Click on "Proceed to Checkout" to proceed.

After clicking on "Proceed to Checkout," the "Order Checkout" screen will appear.

Order Checkout

[Empty Cart](#)[Continue Shopping](#)

	Product	Quantity	
	Partner Business Card Tim Doe tim.doe@hklaw.com	Select Quantity ▼ 250 Business Cards Update Quantity	Remove
"Deluxe" Business Card • Fully Engraved, Logo and Text • Heavy, Uncoated Cover Stock • Color, 1-sided • 3.5" x 2"			
This order will be shipped to: Tampa - Sheri (change shipping info) ← Attn: Nick Ford 524 Grand Regency Boulevard Brandon, FL 33510 An Email confirmation will be sent to the admin: Sheri Testa (sheri.testa@hklaw.com). Most orders ship within 2-3 working days. Please allow 1-2 weeks for engraved Partner Cards. ☐ I have reviewed the Proof(s) of my cart item(s) and confirm that it is correct. Unless I have specifically instructed to the contrary, I understand that production will commence upon submission, and will be shipped without delay. ← ←			
Yes, Place my Order		No, Return to my Cart	

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From this page you can review your order or change the shipping information for the order. You must select the box that the proof(s) is/are approved in order to proceed with checking out.

Once this box has been checked, you can place your order by selecting "Yes, Place my Order."

Once your order has been placed, an Order Confirmation Receipt will appear, and an email confirmation will be sent to the account admin's email address.

You should also print the Confirmation Page from this screen for your file.

Order Confirmation Receipt

HK100 Tampa - Sheri 02/08/2018 Confirmation: 100-1828-151147

Thank You. Your order has been placed. This confirmation has been emailed to admin: Sheri Testa (sheri.testa@hklaw.com).

Your order will be shipped to:

Tampa - Sheri
Attn: Nick Ford
524 Grand Regency Boulevard
Brandon, FL 33510

Most orders ship within 2-3 working days.
Please allow 1-2 weeks for engraved Partner Cards.

 Print the Confirmation

	Product	Quantity
	Partner Business Card Tim Doe tim.doe@hklaw.com "Deluxe" Business Card - Fully Engraved, Logo and Text - Heavy, Uncoated Cover Stock - Color, 1-sided 3.5" x 2"	250 Business Cards
	Partner Business Card Suzie Smith suzie.smith@hklaw.com "Deluxe" Business Card - Fully Engraved, Logo and Text - Heavy, Uncoated Cover Stock - Color, 1-sided 3.5" x 2"	250 Business Cards

Multiple Orders

Once in your cart you have the option to add additional orders to your order or proceed to checkout.

Select the "Continue Shopping" button from the My Cart screen.

My Cart

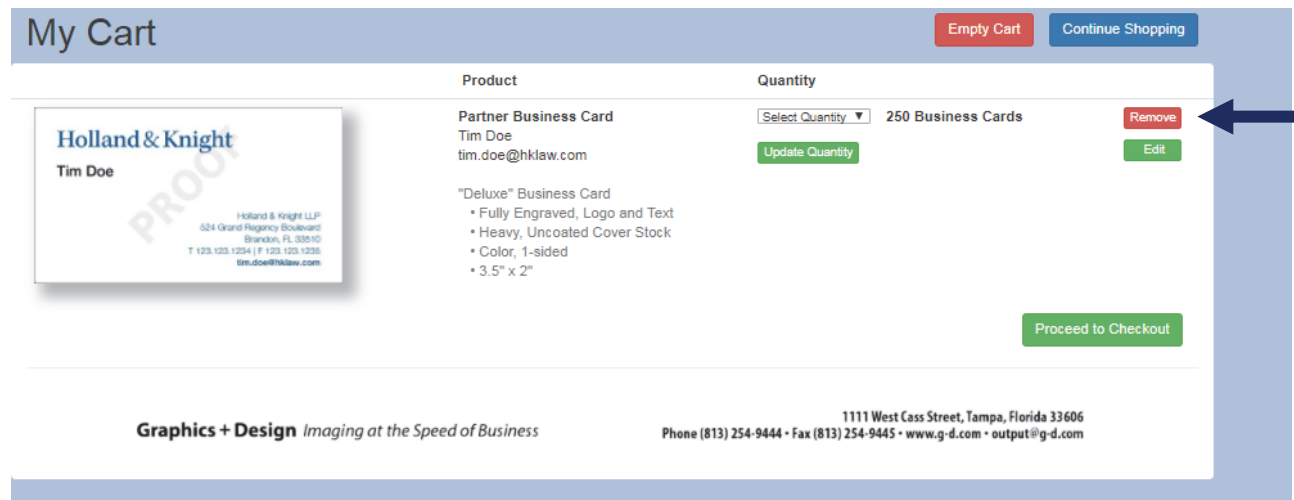
[Empty Cart](#)
[Continue Shopping](#)

	Product	Quantity	
	Partner Business Card Tim Doe tim.doe@hklaw.com "Deluxe" Business Card - Fully Engraved, Logo and Text - Heavy, Uncoated Cover Stock - Color, 1-sided 3.5" x 2"	Select Quantity ▼ 250 Business Cards Update Quantity	Remove Edit
Proceed to Checkout			

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You can also remove individual items from your cart.



The screenshot shows the 'My Cart' page. At the top right, there are buttons for 'Empty Cart' and 'Continue Shopping'. The main table has columns for 'Product' and 'Quantity'. The first item is a 'Partner Business Card' for 'Tim Doe' with a quantity of 250. A blue arrow points to the 'Remove' button next to this item. Below the table is a 'Proceed to Checkout' button. At the bottom, there is contact information for 'Graphics + Design'.

Product	Quantity
Partner Business Card Tim Doe tim.doe@hklaw.com "Deluxe" Business Card • Fully Engraved, Logo and Text • Heavy, Uncoated Cover Stock • Color, 1-sided • 3.5" x 2"	Select Quantity ▼ 250 Business Cards Update Quantity Remove Edit

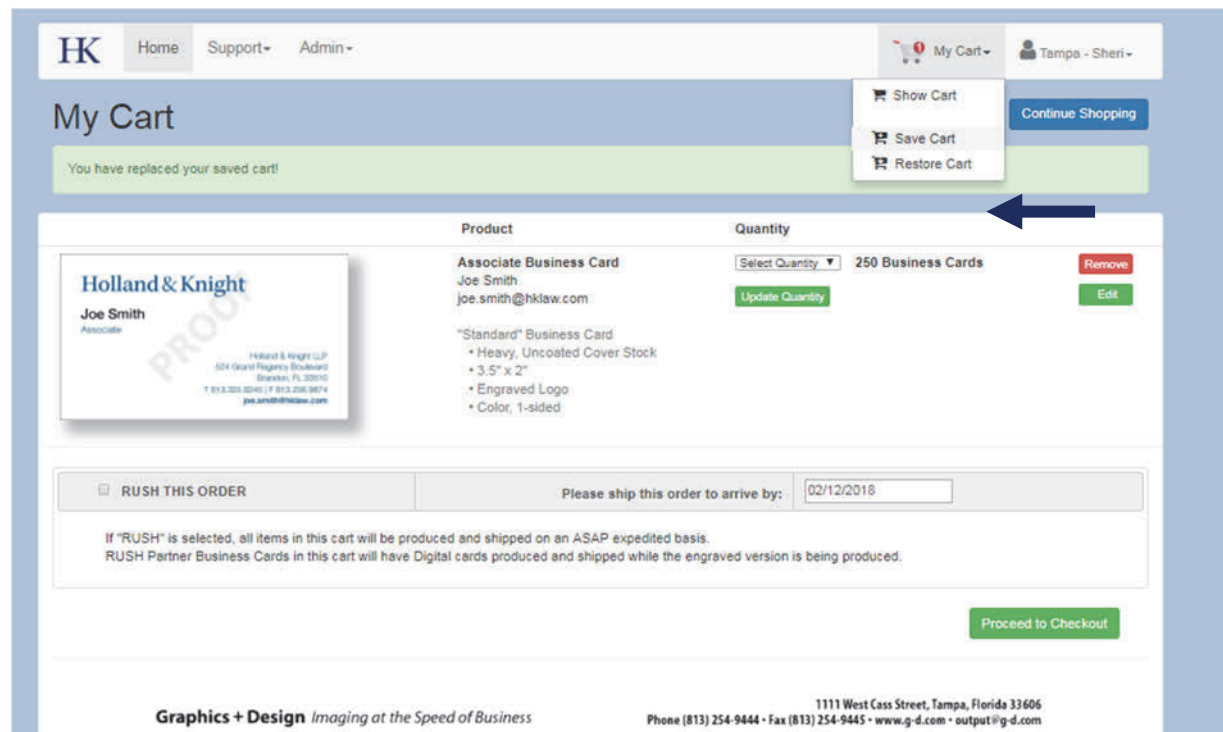
Proceed to Checkout

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Saving Your Cart

Once an item has been entered into your cart, you have the ability to save the cart for later use. Use this feature, for example, if you have entered one or more items into your cart but are not ready to place the order. You will have the ability to retrieve the cart at a later time to complete the transaction.

To save your cart for later use, click on the drop down next to the "My Cart" menu item on the top menu and a drop-down menu will appear. Click on "Save Cart" and your items will be saved for later retrieval.



The screenshot shows the 'My Cart' page with a dropdown menu open next to the 'My Cart' link in the top navigation bar. The dropdown menu contains options: 'Show Cart', 'Save Cart', and 'Restore Cart'. A blue arrow points to the 'Save Cart' option. Below the dropdown, there is a message: 'You have replaced your saved cart!'. The main table shows an 'Associate Business Card' for 'Joe Smith' with a quantity of 250. Below the table, there is a section for 'RUSH THIS ORDER' with a shipping date selector set to '02/12/2018'. At the bottom, there is a 'Proceed to Checkout' button and contact information for 'Graphics + Design'.

Product	Quantity
Associate Business Card Joe Smith joe.smith@hklaw.com "Standard" Business Card • Heavy, Uncoated Cover Stock • 3.5" x 2" • Engraved Logo • Color, 1-sided	Select Quantity ▼ 250 Business Cards Update Quantity Remove Edit

☐ RUSH THIS ORDER Please ship this order to arrive by: 02/12/2018

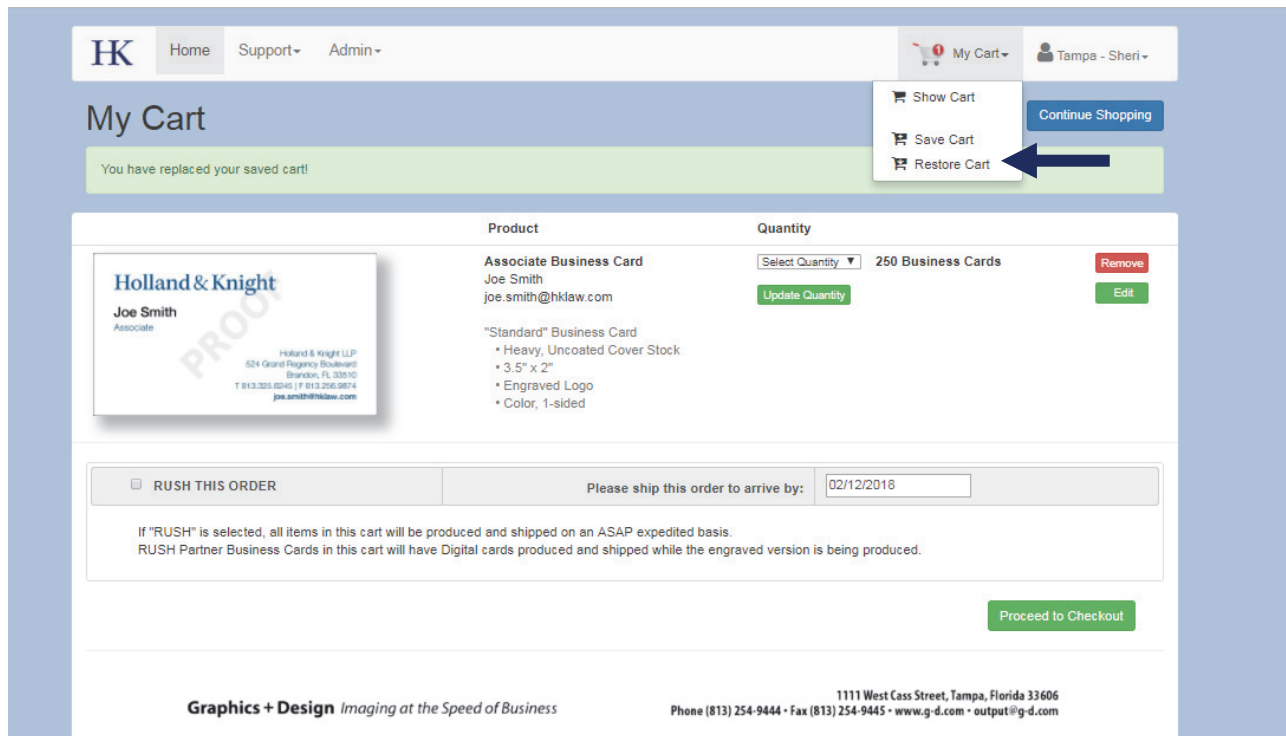
If "RUSH" is selected, all items in this cart will be produced and shipped on an ASAP expedited basis.
RUSH Partner Business Cards in this cart will have Digital cards produced and shipped while the engraved version is being produced.

Proceed to Checkout

Graphics + Design *Imaging at the Speed of Business*
1111 West Cass Street, Tampa, Florida 33606
Phone (813) 254-9444 • Fax (813) 254-9445 • www.g-d.com • output@g-d.com

Restoring Your Cart

To access the item(s) saved in your cart, you must be logged in to the website. Hover over the “My Cart” menu item on the top menu bar and a drop-down menu will appear. Click on “Restore Cart” and your cart will be restored with the items in it when it was saved. The saved cart will be removed after retrieval. Save the cart again to preserve the saved cart.



Double-Sided Business Cards

Partners get double-sided cards engraved on one side and printed on the other. All others are digital only.

To place an order for double-sided partner business cards, log on to the website. Select the double sided business card option and enter your product detail. Please be advised that all Double Sided Cards will automatically be reviewed for correctness before production. No further action is required by the location admin upon submission, but delivery may be delayed by a day or two during this review process.

HK Home Support Admin My Cart G+D Tampa

Partner Double Sided BC - Data Entry

Hover over the Template or Proof to magnify.
Click the Template or Proof to display a PDF in a new tab.

Your Location: HK99 G+D Tampa
Enter the data for your Partner Double Sided BC.
Create or Update your proof before adding the product to your cart.

Engraved Side

Reverse Side

Partner Double Sided BC Template

"Engraved" Double Sided Business Card

- Fully Engraved Logo and Text on Front Side
- Digitally Printed Logo and Text on Reverse Side
- Heavy, Uncoated Cover Stock
- 3.5" x 2"
- Color, 2-sided

	Front Side	Reverse Side
Name:	Name on Front	Name on Back
Title:	Approved Titles	Approved Titles
Email:	Valid email address	Valid email address
Address1:	1111 W. Cass St	Address1 Back
Address2:	Fortress of Solitude	Address2 Back
City:	Tampa	City Back
State:	Florida	State Back
Zip:	33606	Zip Back
Phone:	123.123.1234	123.123.1234
Fax:	123.123.1234	123.123.1234
Cell:	123.123.1234	123.123.1234
Special Instructions	Enter any Special Instructions here.	

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Enter the information needed for both sides of the card. The information entered for front side will be the engraved side of the business card. Reverse side information will be printed.

Once data has been entered and submitted, your order will be reviewed for approval before printing. No further action is required by the location admin upon submission, but delivery may be delayed by a day or two during this review process.

Note: International locations do not have any formatting restrictions for their phone numbers on the reverse side of the Double Sided Business Card Data Entry screens to allow phone number entry outside their normal locations. Please enter the correct number formatting carefully or enter the reverse side numbers in the "Special Instructions" area. Please review these phone numbers carefully.

Foreign Language

Any special cards will need to be sent to our print partners via PDF by Sheri Testa. The Creative Team will only be involved on special cards that require a foreign language or a disclaimer. The requester will need to send an editable (Word document) containing the foreign characters they wish to include on the card for the partner's name and title. A proof will be sent to approve prior to printing.

Admitted Disclaimers on Business Cards

If an "admitted statement" needs to be added to business cards, please send this information to Sheri Testa for layout. A proof will be sent to approve prior to printing.

View Orders

To access your order history, click on your username and a drop-down list will appear. Select "My Orders."

The screenshot displays the Holland & Knight Order Portal. At the top, there is a navigation bar with the HK logo, links for Home, Support, and Admin, and a user profile section for 'Tampa - Sheri' with a shopping cart icon and 'My Cart' link. Below the navigation bar, the main heading is 'Holland & Knight | Order Portal'. A 'Select a Category' dropdown menu is visible. The main content area is divided into three sections, each showing a stack of business cards with the Holland & Knight logo and contact information:

- Partner Stationery Items**: Shows a stack of cards with 'Partner Name' and 'Partner No.' fields.
- Associate Stationery Items**: Shows a stack of cards with 'Associate Name' and 'Associate No.' fields.
- Staff Stationery Items**: Shows a stack of cards with 'Staff Name' and 'Staff No.' fields.

On the right side of the portal, there is a sidebar with contact information for 'Tampa - Sheri' and a dropdown menu for the user profile. The dropdown menu includes the following options:

- Username:
- My Profile
- Change Password
- My Orders** (indicated by a blue arrow)
- Logout

The sidebar also contains sections for 'Administrative Contact Info', 'Billing Contact Info', 'Shipping Contact Info', and 'Shipping Location', each with contact details for Sheri Testa and Nick Ford.

Using the “Search Box” you can search for orders and/or view all orders placed by your location. You are able to search for any word that is contained in the email confirmation for each order (i.e. if searching for “Partner Card Orders” type in “Partner” and click the search button, all the “Partner Card” orders will show. If you’re searching for a specific person, type their name in the search box to show all the orders with the corresponding name). Categories can be sorted by selecting the Up or Down arrow next to the Date or Confirmation Number.

[Home](#)
[Support](#)
[Admin](#)

My Cart
 Tampa - Sheri

My Orders [Return Home](#)

Show entries

Search:

Date	Location	Location Name	Confirmation
01/09/2018 12:30 PM	20	Tampa	20-1819-123017
02/01/2018 12:56 PM	34	Bogotá	34-1821-12561
01/09/2018 12:14 PM	99	G+D Tampa	99-1819-121431
01/09/2018 01:18 PM	99	G+D Tampa	99-1819-131845
01/09/2018 01:33 PM	99	G+D Tampa	99-1819-133344
01/09/2018 01:36 PM	99	G+D Tampa	99-1819-133653
01/09/2018 01:40 PM	99	G+D Tampa	99-1819-134050
01/09/2018 09:25 PM	99	G+D Tampa	99-1819-212511
01/10/2018 08:49 PM	99	G+D Tampa	99-18110-204936
01/30/2018 09:32 PM	99	G+D Tampa	99-18130-21328

Showing 1 to 10 of 17 entries

[Previous](#)
[1](#)
[2](#)
[Next](#)

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Repeat An Order

An order can now be retrieved and automatically placed into a new cart for reorders.

Location admins should be aware that they can view their locations’ previous orders from the Location’s pull down menu (far right side of menu bar). Now, when viewing a previous order through the “My Orders” pull down menu, a new button is available: “Repeat This Order”. When selected, the previous order will be placed into your cart as if the data was newly entered, proofed, and then added to the cart. At this point the cart can be edited, including generating a new proof,

added back to the cart, and the order can be placed the same as any other order, i.e. edit the data, add a new special instruction or specify a RUSH order.

HK

HomeSupportAdmin

My Cart

G+D Tampa

Order Confirmation: 99-18916-192219

Print

Repeat This Order

My Orders Page

Holland & Knight | Order Portal

HK99 G+D Tampa 09/16/2018 Confirmation: 99-18916-192219

Thank You. Your order has been placed. This confirmation has been emailed to admin: Allen Cohen (allen@g-d.com).

This is a RUSH order, with expedited production, and delivery ASAP

It will be shipped to:

G+D Tampa

Attn: Allen Cohen

1111 W. Cass St

Tampa, Florida 33606

Most orders ship within 2-3 working days.

Double Sided Business Cards will automatically be sent for approval before production.

Please allow 1-2 weeks for engraved Partner Cards.

Product	Quantity
Approved Side  Approved Side  Partner Double Sided BC Front Side: John Doe john@hklaw.com Reverse Side: John Doe john2@hklaw.com "Engraved" Double Sided Business Card - Fully Engraved Logo and Text on Front Side - Digitally Printed Logo and Text on Reverse Side - Heavy, Uncoated Cover Stock 3.5" x 2" - Color, 2-sided	250

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Repeat Order Screen

HK Home Support Admin My Cart G+D Tampa

My Cart

Empty Cart Continue Shopping

Your archived order (Confirmation # 99-18916-192219) has been restored to your cart!

Product	Quantity	
 Engraved Side Holland & Knight John Doe Executive Partner Holland & Knight LLP 1111 W. Cass St Fortress of Solitude Tampa, FL 33606 T 813-254-9444 F 813-254-9445 john@hklaw.com	Partner Double Sided BC Front Side: John Doe john@hklaw.com Reverse Side: John Doe john2@hklaw.com "Engraved" Double Sided Business Card • Fully Engraved Logo and Text on Front Side • Digitally Printed Logo and Text on Reverse Side • Heavy, Uncoated Cover Stock • 3.5" x 2" • Color, 2-sided	Select Quantity 250 Business Cards Update Quantity Remove Edit

☐ RUSH THIS ORDER Please ship this order to arrive by: 09/16/2018

If "RUSH" is selected, all items in this cart will be produced and shipped on an ASAP expedited basis irrespective of date requested. RUSH Partner Business Cards in this cart will have Digital cards produced and shipped while the engraved version is being produced.

Proceed to Checkout

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Confirmation to Cart Success Message

Important Note: The repeat order functionality works with orders placed as of 9-4-18. Orders placed prior to this date may not have this functionality. Please remember that you may email a confirmation number directly to G+D to repeat an order previously placed. This would be an EXACT repeat, unlike the new feature which allows editing directly from the cart once the order has been repeated.

Graphics + Design is available to answer any questions you may have or to schedule a one-on-one demo of the new features. Reach out to Allen or Dani at support@g-d.com or call them directly at 813-254-9444.

TIP: Click on the sort icon to the right of “Date” in the “My Orders” list to sort the list by date.

Support

Need some help with the Portal? Have a question about your order? Have a special request? You can contact support by phone, fax, email, or submit a support form online by selecting the “Support” menu item from the top menu bar on the Portal.

HK

Home

Support

 My Cart

 Tampa - Sheri

Contact HK Order Portal Support

Return Home

Need some help with the portal? Have a question about your order? We are here to help!
You can contact us by phone, fax, or email, or simply submit the support form below.
Phone: 813-254-9444 • Fax: 813-254-9445 • Email: support@hkorderportal.com

Edit fields as appropriate. All fields are required.

 HK Location #:

100

 HK Location Name:

Tampa - Sheri

 Your Name:

Sheri Testa

 Your Reply Email:

sheri.testa@hklaw.com

 Support Subject:

☒ Portal Support ☐ Product Info ☐ Other

 Your Message:

Enter your message here (max 250 characters).

Submit your Email to Portal Support

Reject Changes and Return Home

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