HOLOGIC®
The Science of Sure

Online Order Instructions – Standard Business Card

Create an Account

Go to: http://hologic.imperial-image.com/login

Click on "Create an Account" and fill in all your information.

Please enter your username/email address and password below,
or click "Create an Account" if you are a new user.

Download Hologic Online Ordering Instructions:

Standard Business Card   **Field Service Engineer Business Card**

🔒 **LOGIN**

Email or Username

Email or Username

Password

Password

LOGIN

Reset password   Create an account

If you already have an account, you will just need to simply log in to place a new order or reorder your previous cards.

Please note that the address you enter on the following page will become your default shipping address.

You will enter a password. This password will be your access to the order site for all future orders

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If you would like to change your default shipping address or add another address later, simply click on the "Profile" link in the left sidebar from the homepage and choose the "My Addresses" tab. Then click "Add New Address".

The address you are entering on the account page is not the address that will appear on your business card.

Online Order Instructions – Standard Business Card

Step 1 - Placing an Order

Hover over "Select Type " and select the "Circle of Excellence Business Cards" type option from the drop-down list.

Hover over "Select a Card " and select either the "One-Sided Business Card" type or the "Business Card w/Women's Health Back" type from the drop-down list.

Hover over "Select One" and select the "Standard Business Card" type from the drop-down list.

Online Order Instructions – Standard Business Card

STEP 2 – Select a Division

Hover over "Select a Division" and select the desired Hologic division (Corporate, Diagnostic Solutions, Breast and Skeletal Solutions, and GYN Surgical Solutions) from the drop-down list.
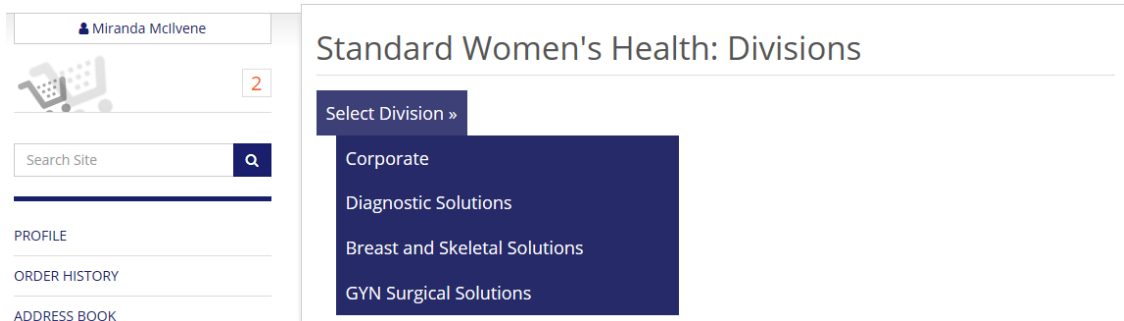
STEP 3 – Select a Location

Hover over "Choose a Location" and select the desired Hologic location from the drop-down list.

Online Order Instructions – Standard Business Card

STEP 4 – Order Page

Select your card quantity from the drop-down list and specify if the cards are shipping to a residential office or a commercial office.

Then click "Personalize Your Order". This will bring you to the next page where you will fill in the information that will appear on your card.

All Products / Corporate Business Card

Corporate Business Card

HOLOGIC®

Jane S. Doe
Senior Product Manager

Circle of Excellence

Hologic, Inc.
250 Campus Drive
Marlborough, MA 01752 USA

Direct:
Mobile:
Email here

Hologic.com
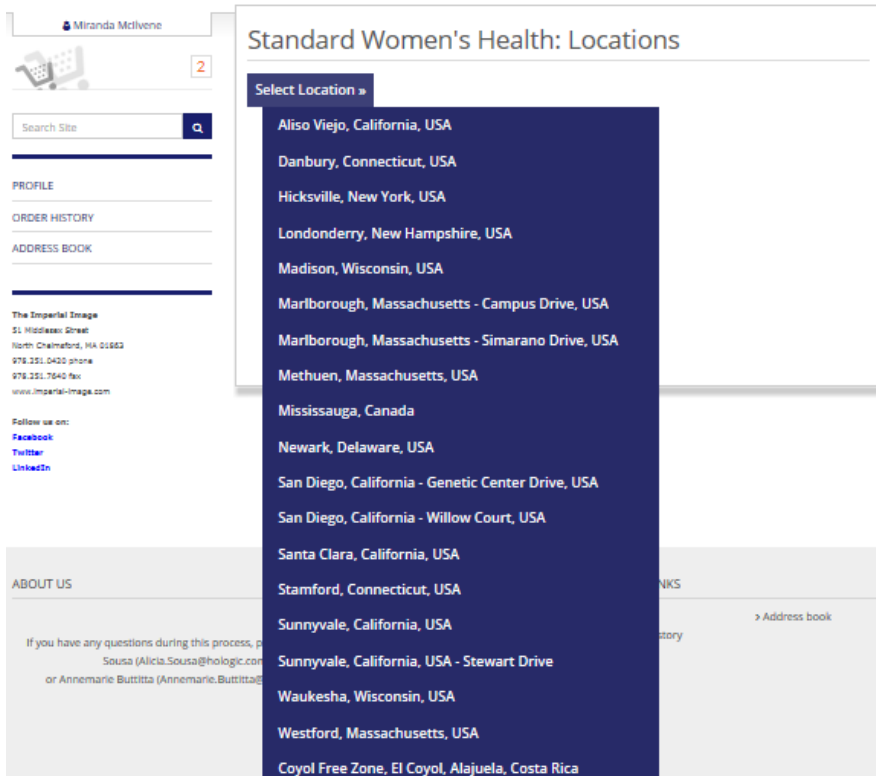
Quantity

0 ▼

PERSONALIZE YOUR ORDER

BACK TO CATALOG   SHOPPING CART

Marlborough MA - Campus Drive Client 5844, Spec 12010, Circle of Excellence Logo

ADDITIONAL INFORMATION

Name of contact receiving this shipment

150

Shipping Address (Office/Commercial or Residential) *

○ Office/Commercial

○ Residential

DESCRIPTION

Click "Personalize Your Order" to personalize your business card.

Online Order Instructions – Standard Business Card

STEP 5 – Personalize Your Order

Please read the instructions at the top of the page before entering your information.

Enter the information to appear on the card (left side of page).

Note: **Do not** enter dashes or +1 before the numbers, enter **numbers ONLY**.

Hologic guidelines allow for three phone numbers and one fax number.

Select your number from each drop down (Direct, Main, Support, Toll Free – 800, Toll Free – 877).

If you have an extension, enter it in the "Ext. #" box. If you have an Option number, enter it in the "Option _#" box.

Click "Update Preview" (top – right side on the page).

Review the card display. If everything you entered is correct, click "Finish Editing" followed by selecting the "Yes I approve this document" check box, then click "Add to Cart."

FULL NAME, SUFFIX/CREDENTIALS

If suffix/credentials do not fit after the name, enter ALL suffixes/credentials in the Suffix/Credentials field below. Please insert a comma after name only. For example: Firstname Lastname, CMP BA RT (R) (M)

The credentials should not have periods in them.

Full Name, Suffix/Credentials:

[   ]

Suffix/Credentials:

[   ]

TITLE

To ensure proper title setup, please break up your title on two lines, separating title and department. For example: First line: "Communications Specialist," Second line: "Corporate Marketing"

Title Line One

[   ]

Title Line Two

[   ]

FIRST PHONE NUMBER

Select from list and enter optional extension or phone number. PLEASE ENTER NUMBERS ONLY, NO DASHES, SPACES, OR +1. Up to 3 phone numbers and 1 fax can appear on the card. For less than 3 numbers, please select "None" and leave the following number boxes blank. DO NOT type in the number boxes if "NONE" was selected. Your order will be cancelled.

First Number

[None   ∨]

Number:

[   ]

Ext #

[   ]

Option _# (Enter number only)

[   ]

SECOND PHONE NUMBER

Select from list and enter optional extension or phone number. PLEASE ENTER NUMBERS ONLY, NO DASHES, SPACES, OR +1. Up to 3 phone numbers and 1 fax can appear on the card. For less than 3 numbers, please select "None" and leave the following number boxes blank. DO NOT type in the number boxes if "NONE" was selected. Your order will be cancelled.

Second Number

[None   ∨]

Number:

[   ]

Ext #

[   ]

Option _# (Enter number only)

[   ]

THIRD PHONE NUMBER

Select from list and enter optional extension or phone number. PLEASE ENTER NUMBERS ONLY, NO DASHES, SPACES, OR +1. Up to 3 phone numbers and 1 fax can appear on the card. For less than 3 numbers, please select "None" and leave the following number boxes blank. DO NOT type in the number boxes if "NONE" was selected. Your order will be cancelled.

Third Number

[None   ∨]

Number:

[   ]

Ext #

[   ]

Option _# (Enter number only)

[   ]

Fax Number

[   ]

Email (must be all lowercase)

[@hologic.com   ]

Online Order Instructions – Standard Business Card

STEP 6 – Shopping Cart/Shipping

Once you've reached the shopping cart, select "Check Out." This will bring you to the shipping page.

If there is a change of ship to address, select from the drop-down list. To add a new address, select the + symbol.

If you selected the option to add a new address, enter the ship to address and click "Save." This will save in your address book.

Once the correct shipping address is displayed, click "Continue."

Shipping

Ship To

Cindy Lefevre, 250 Campus Dr, Marlborough, MA

Cindy Lefevre
cynthia.lefevre@hologic.com

250 Campus Dr
Marlborough, MA US 01752

CONTINUE

Shipping Method

FedEx Ground - Acct on File

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STEP 7 – Checkout

If you have any special instructions, please enter them on this page in the "Comments (optional)" field.

Example: If the order is a rush, etc.

Verify all your information on this page. If all is correct, click "Submit Order" to complete your order.

Your order will be sent to Alicia Sousa, Miranda McIlvene & Cynthia Lefevre for review and processing.

Comments (optional)

Shipping   Edit

Corporate Business Card

Shipping To

Hologic, Inc.   250 Campus Drive
5082632900   Marlborough, MA US 01752

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REORDER CARDS

To reorder cards – when you log on, click "Order History" at the left side or top of the page.

Online Order Instructions – Standard Business Card

Click "Reorder" on the previous order that you wish to reorder.

You can then click "Edit" to make any changes to your previous card. If no changes are needed, click "Checkout".