



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

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.

Miranda McIvene

1

Search Site

PROFILE

ORDER HISTORY

ADDRESS BOOK

The Imperial Image
51 Middlesex Street
North Chelmsford, MA 01863
978.251.0420 phone
978.251.7640 fax
www.imperial-image.com

Follow us on:
Facebook
Twitter
LinkedIn

Create an Account

Please fill out the fields below to create an account.

Please note that the address you enter here will become your default shipping address. 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.

Please fill out the information below and click the “Create Account” button.

General Information



First Name *	Phone
<input type="text"/>	<input type="text"/>
Last Name *	Cell Phone
<input type="text"/>	<input type="text"/>
Email *	Fax
<input type="text"/>	<input type="text"/>
Username	Time Zones
<input type="text"/>	(UTC-05:00) Eastern Time (US & Canada) ▼
Title	Website
<input type="text"/>	<input type="text"/>
	Location (required)
	▼

Address Information

Business Name	City *
<input type="text"/>	<input type="text"/>
Address 1 *	Country *
<input type="text"/>	United States of America ▼
Address 2	State or Province *
<input type="text"/>	▼
Address 3	Postal Code *
<input type="text"/>	<input type="text"/>
	Phone *
	<input type="text"/>
	Fax
	<input type="text"/>

Password

Password *	Confirm Password *
<input type="password"/>	<input type="password"/>

* Indicates required fields

CREATE ACCOUNT



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Step 1 - Placing an Order

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

Select Card Type

NOTE: Only Circle of Excellence Winners (current year) can select the Circle of Excellence Card. If you are a Circle of Excellence winner, and are unable to select the Circle of Excellence card, please contact Alicia Sousa (Alicia.Sousa@hologic.com).

Select Type »

- Standard Business Cards
- Circle Of Excellence Business Cards
- Executive Business Cards
- Service Excellence Business Cards

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.

Circle Of Excellence Business Card - 1 or 2 Sided

Select a Card »

- One-Sided Business Card
- Business Card w/Women's Health Back

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

Standard or Field Service Card?

Select One »

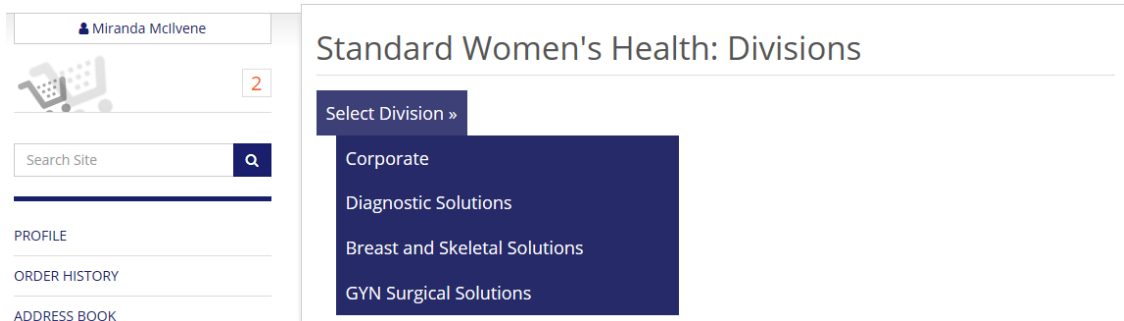
- Standard Business Card
- Field Service Engineer Business Card



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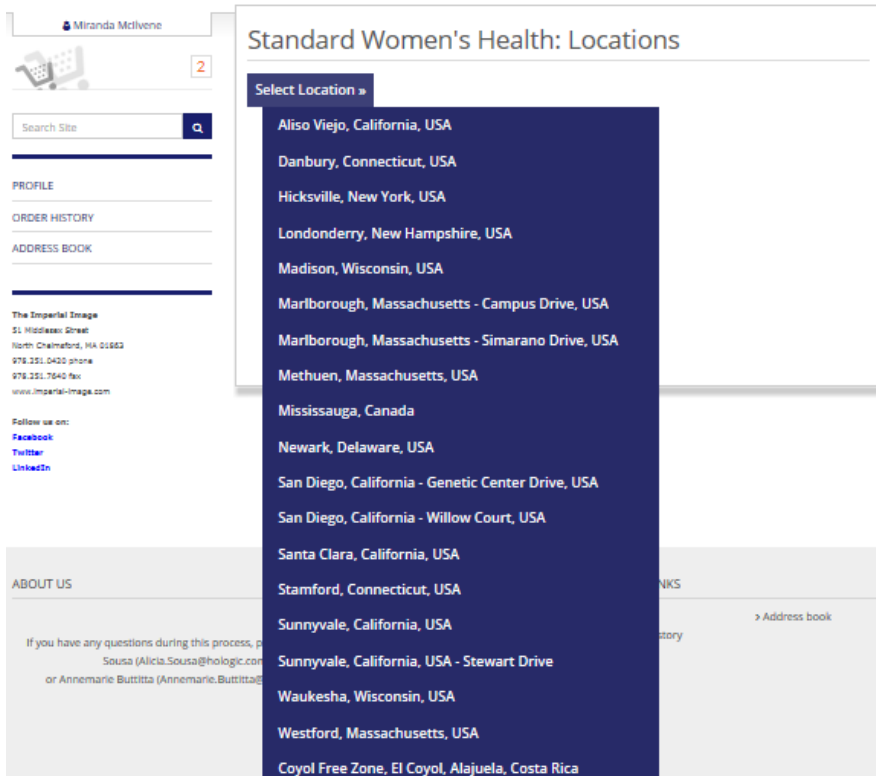
STEP 2 – Select a Division

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.





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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



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

Shipping Address (Office/Commercial or Residential) *

☐ Office/Commercial

☐ Residential

DESCRIPTION

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



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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

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

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

Number:

Ext #

Option _# (Enter number only)

Fax Number

Email (must be all lowercase)



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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

▼

Q

+

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	
<hr/>			
Shipping To			
<hr/>		<hr/>	
Hologic, Inc. 5082632900		250 Campus Drive 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.

The screenshot displays the Hologic Business Card Ordering web application. At the top, a dark blue navigation bar contains the Hologic logo on the left and a menu with links: HOME, ORDER HISTORY, HOLOGIC ONLINE ORDER INSTRUCTIONS, LOGOUT, and SHOPPING CART. Below the navigation bar is a large dark blue banner with the text "Hologic Business Card Ordering" in white. To the left of the banner is a vertical bar with several thin white lines. Below the banner, the interface is divided into a left sidebar and a main content area. The sidebar includes a user profile section for "Miranda McIlvene" with a shopping cart icon and a count of "1". Below this is a search bar labeled "Search Site" with a magnifying glass icon. Further down are links for PROFILE, ORDER HISTORY, and ADDRESS BOOK. The main content area is titled "Select Card Type" and contains a red "NOTE" stating: "Only Circle of Excellence Winners (current year) can select the Circle of Excellence Card. If you are a Circle of Excellence winner, and are unable to select the Circle of Excellence card, please contact Alicia Sousa (Alicia.Sousa@hologic.com)." Below the note is a dark blue button labeled "Select Type »".



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

Order History

PENDING

Q

Start Date

4/3/2022

End Date

5/3/2022

Order Status

All

Approval Status

All

Ordered By

All

Billing To

APPLY FILTERS

EXPAND ALL

		Paid	Order Number	Order Date	Ordered By	D
View Reorder		✖	36759	5/2/2022 4:24 PM	CJ Cambra	36

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

GYN Surgical Solutions Card - Marlboro Campus

500

Re-Order from order #36759-1

Details

CHECKOUT

CONTINUE SHOPPING