



## 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:

<a href="#">Standard Business Card</a>	<a href="#">Field Service Engineer Card</a>
<a href="#">Biotheranostics Standard Card</a>	<a href="#">COE Standard Card</a>

🔒 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



## Online Order Instructions – Standard Business Card

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

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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



## Online Order Instructions – Standard Business Card

### Step 1 - Placing an Order

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

The screenshot shows the user interface for Cindy Lefevre. On the left is a sidebar with a shopping cart icon (0 items), a search bar, and navigation links: PROFILE, ORDER HISTORY, and ADDRESS BOOK. Below these is the company information for 'The Imperial Image'. The main content area is titled 'Select Card Type'. It contains a note about Circle of Excellence winners and a dropdown menu labeled 'Select Type »'. The dropdown menu is open, showing four options: 'Standard Business Cards', 'Circle Of Excellence Business Cards', 'Executive Business Cards', and 'Service Excellence Business Cards'.

Cindy Lefevre

0

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

### 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.

The screenshot shows the user interface for Miranda McIlvene. The sidebar is similar to the previous one, but the company information is for 'Miranda McIlvene'. The main content area is titled 'Standard Business Card - 1 or 2 Sided'. It contains a dropdown menu labeled 'Select a Card »'. The dropdown menu is open, showing two options: 'One-Sided Business Card' and 'Business Card w/Women's Health Back'.

Miranda McIlvene

0

Search Site

PROFILE

ORDER HISTORY

ADDRESS BOOK

### Standard Business Card - 1 or 2 Sided

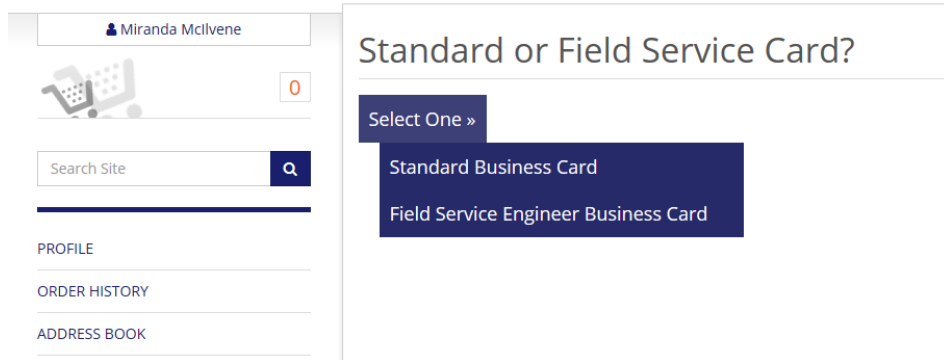
Select a Card »

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



## Online Order Instructions – Standard Business Card

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



## 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.





## Online Order Instructions – Standard Business Card

### STEP 3 – Select a Location

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

The screenshot displays the Hologic online ordering interface. On the left is a sidebar with the user's name 'Cindy Lefevre', a shopping cart icon with a '0' badge, a search bar, and navigation links for PROFILE, ORDER HISTORY, and ADDRESS BOOK. Below these are contact details for 'The Imperial Image' and social media links for Facebook, Twitter, and LinkedIn. The main content area is titled 'Standard Business Card: Locations' and features a 'Select Location »' button. A dark blue dropdown menu is open, listing 14 locations:

- Danbury, Connecticut, USA
- Londonderry, New Hampshire, USA
- Louisville, Colorado, USA
- Marlborough, Massachusetts - Campus Drive, USA
- Marlborough, Massachusetts - Simarano Drive, USA
- Methuen, Massachusetts, USA
- Mississauga, Canada
- Newark, Delaware, USA
- San Diego, California - Genetic Center Drive, USA
- San Diego, California - Willow Court, USA
- Santa Clara, California, USA
- Coyol Free Zone, El Coyol, Alajuela, Costa Rica



## 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 - Women's Health](#)

### Corporate Business Card - Women's Health



Quantity (Select One)

250

**PERSONALIZE YOUR ORDER**

[BACK TO CATALOG](#) [SHOPPING CART](#)

Marlborough MA - Campus Drive Client 5844, Spec 13059, Women's Health Back

#### ADDITIONAL INFORMATION

Name of contact receiving this shipment

134

Miranda McIlvene

Shipping Address (Residential or Office/Commercial \*)

☐ Residential

☒ Office/Commercial

#### 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). Examples can be found on the following page for reference.

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" (mid – 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.”

<p><b>FULL NAME, SUFFIX/CREDENTIALS</b> If suffix/credentials do not fit after the name, enter ALL suffix/credentials in the Suffix/Credentials field below. Please insert a comma after name only. For example: Firstname Lastname, CMP BA RT (R) (M)</p> <p>The credentials should not have periods in them.</p> <p><b>Full Name, Suffix/Credentials:</b></p> <input type="text"/>  <p><b>Suffix/Credentials:</b></p> <input type="text"/>  <p><b>TITLE</b> 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"</p> <p><b>Title Line One</b></p> <input type="text"/>  <p><b>Title Line Two</b></p> <input type="text"/>	<p><b>FIRST PHONE NUMBER</b> 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.</p> <p><b>First Number</b></p> <input type="text" value="None"/>  <p><b>Number:</b></p> <input type="text"/>  <p><b>Ext #</b></p> <input type="text"/>  <p><b>Option _# (Enter number only)</b></p> <input type="text"/>	<p><b>SECOND PHONE NUMBER</b> 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.</p> <p><b>Second Number</b></p> <input type="text" value="None"/>  <p><b>Number:</b></p> <input type="text"/>  <p><b>Ext #</b></p> <input type="text"/>  <p><b>Option _# (Enter number only)</b></p> <input type="text"/>	<p><b>THIRD PHONE NUMBER</b> 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.</p> <p><b>Third Number</b></p> <input type="text" value="None"/>  <p><b>Number:</b></p> <input type="text"/>  <p><b>Ext #</b></p> <input type="text"/>  <p><b>Option _# (Enter number only)</b></p> <input type="text"/>  <p><b>Fax Number</b></p> <input type="text"/>  <p><b>Email (must be all lowercase)</b></p> <input type="text" value="@hologic.com"/>
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## Online Order Instructions – Standard Business Card

All required items complete


**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"

**Hologic Business Card Preview:**

**Cindy Lefevre**  
Coordinator and Receptionist,  
Facilities Services

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

Main: +1.508.263.2900  
cynthia.lefevre@hologic.com

## 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**  
cynthia.lefevre@hologic.com 250 Campus Dr  
Marlborough, MA US 01752

Shipping Method





## Online Order Instructions – Standard Business Card

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



## Online Order Instructions – Standard Business Card

### REORDER CARDS

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

HOMEORDER HISTORYHOLOGIC ONLINE ORDER INSTRUCTIONSLOGOUTSHOPPING CART

Hologic Business Card Ordering

Miranda McIlvene

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Search Site

PROFILEORDER HISTORYADDRESS BOOK

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 »

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




## Online Order Instructions – Standard Business Card


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