



Online Order Instructions – Field Service 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

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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
Last Name *	Cell Phone
Email *	Fax
Username	Time Zones
	(UTC-05:00) Eastern Time (US & Canada) ▼
Title	Website
	Location (required)
	▼

Address Information

Business Name	City *
Address 1 *	Country *
	United States of America ▼
Address 2	State or Province *
	▼
Address 3	Postal Code *
	Phone *
	Fax

Password

Password *	Confirm Password *

GSHIW

Type the code

↺

* Indicates required fields

CREATE ACCOUNT



Online Order Instructions – Field Service Business Card

Step 1 - Placing an Order

Hover over "Select Type " and select the "Field Service Business Cards" type 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).



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

Field Service Cards

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).





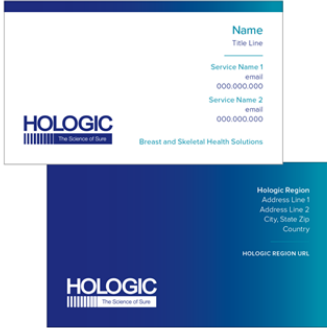
Online Order Instructions – Field Service Business Card

STEP 2 – Additional Information

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.

Field Service Business Card



Quantity (Select One)

50

Production Rush?

NO

PERSONALIZE YOUR ORDER

BACK TO CATALOG SHOPPING CART

USA / CANADA - 2 SIDED

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 – Field Service Business Card

STEP 3 – Personalize Your Order

Enter the information to appear on the card (left side of page). Examples can be found on the following page for reference.

Please review the guidance for “Name & Title” section to ensure information is entered as aligned with branding requirements.

Enter your full name, title and email address in the applicable fields

Select Division, Region and Location from drop down menus

Please choose correct “Hologic URL”, add service name, email, and phone #'s in the applicable fields.

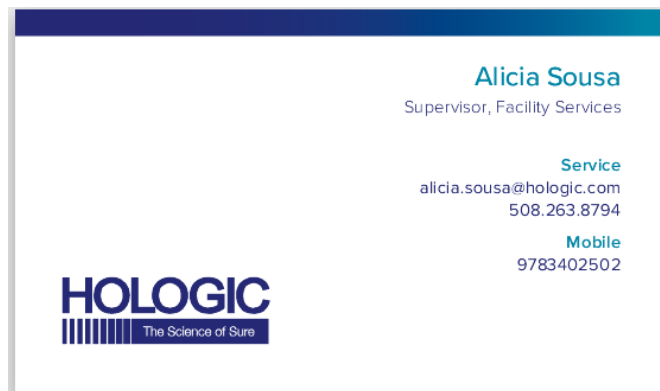
NAME & TITLE To ensure proper title setup, please separate your title and department across two lines. For example: First line: "Communications Specialist," Second line: "Corporate Marketing." A third title line is optional and may be used as needed for additional title or role information. Format credentials as shown: Firstname Lastname, CMP BA (R) (M). Use a comma after your name and do not include periods in credentials. Full Name, Suffix/Credentials: Title 	HOLOGIC DIVISION & LOCATION Select your Hologic division & location from the drop down menu below. Division Select one Hologic Region Hologic Inc. Hologic Location * Select Location	Hologic URL * HOLOGIC.COM Service Name #1 * Email (must be all lowercase) @hologic.com Service #1 Phone Service Name #2 Email #2 Service Number #2:
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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.”



STEP 4 – 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



Online Order Instructions – Field Service Business Card

STEP 5 – 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 & Denise Powers for review and processing.

Comments (optional)

Shipping

[Edit](#)

	Field Service - Breast and Skeletal Solutions Business Card
Shipping To	
Hologic, Inc. 5082632900	250 Campus Drive Marlborough, MA US 01752



Online Order Instructions – Field Service Business Card

REORDER CARDS

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

HOME HOLOGIC ONLINE ORDER INSTRUCTIONS ORDER HISTORY SHOPPING CART LOGOUT

Alicia Sousa

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Search Site

PROFILE

ORDER HISTORY

ADDRESS BOOK

Order History

PENDING

Start Date: 9/13/2026 End Date: 10/13/2026 Order Status: All Approval Status: All

Ordered By: All Billing To:

APPLY FILTERS

EXPAND ALL

	Paid	Order Number	Order Date	Ordered By	Di
View Reorder		55554	10/13/2026 10:51 AM	Alicia Sousa	35

Click “Reorder” on the previous order that you wish to reorder. You can then click the pencil image to make any changes to your previous card. If no changes are needed, click “Checkout”, then click “Continue” and “Complete Order”.

Shopping Cart

Please verify the following information.

All orders will be sent for approval to Hologic. Once approved, you will receive an email confirmation.

IMPORTANT: Use the *Ship To* menu below to select your Shipping Address.

If your address is not listed, scroll to top of menu and select *Other - Add New Address*.

Standard Business Card - USA / CANADA

50

Re-Order from order #55554-1

Details

CHECKOUT

CONTINUE SHOPPING