

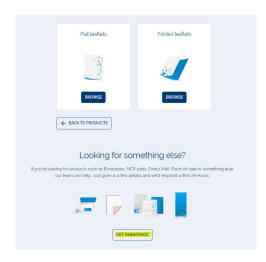
## Print Marketplace How to Guides

## Using the Assisted Quote Service

Competitive. Compliant. Simple.

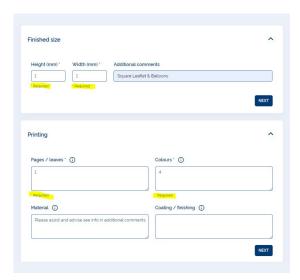
There will be some printed products that you require that cannot be priced via the instant price route. For these you will need to contact the Print Marketplace Customer Support team, using the Assisted Quote route. You can access this via the 'Get Assistance' option visible below the product categories.

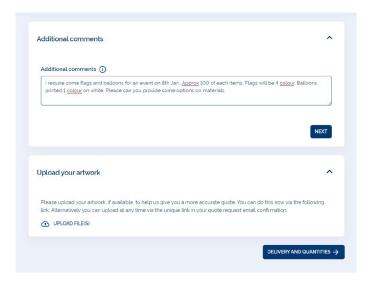
Use this route for products such as Pull Up Banners, envelopes, NCR pads, Direct Mail etc.



You will be presented with a form to complete information on your requirements. Complete as much as possible. If some elements are unknown at the stage, input minimum information in the mandatory fields as shown below and as much information you can provide in the other fields and additional comments section.

On receipt the PMP Customer Support team will review the information and work with you to build up the specification and edit the specification into a format that can quoted on by our suppliers.





Follow the instructions on the following screens for delivery and quantity information and name the quote request for reference. See steps and guidance as shown in the notes - How to obtain a quote via the instant price route for reference.

The difference on the Assisted Quote journey is that the specification isn't submitted to the pricing engine but will be submitted to the Support team, who will review the information and then send out for pricing to the most appropriate suppliers.

Quotes will be returned via the Print Markeplace and we will advise when these are available for you to review.

Once you are ready to select a supplier and place an order, follow the steps outlined in the Placing an Order Guide.