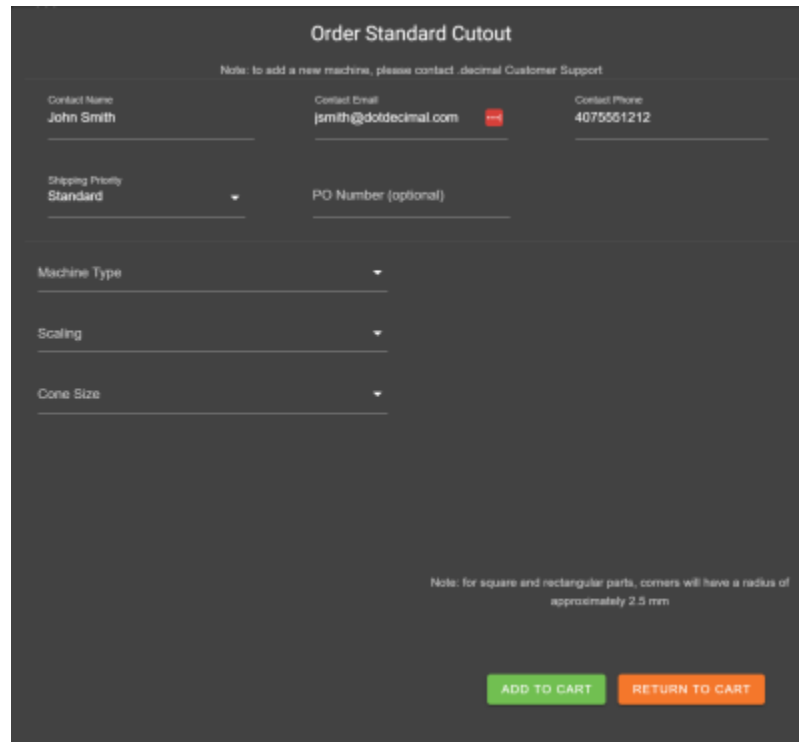


Ordering Standard Electron Cutouts

Orders for standard cutouts may be placed directly in decimal Direct without uploading a file.

1. Login to decimal Direct.
2. Select the "Order" tab on the left side menu.
3. Select the Site (account) for which you are placing an order from the "Filter by Site" dropdown.
4. Click the "Order Standard Cutout" button.



The screenshot shows the 'Order Standard Cutout' form. At the top, there is a note: 'Note: to add a new machine, please contact decimal Customer Support'. Below this, there are three input fields for contact information: 'Contact Name' (John Smith), 'Contact Email' (jsmith@dotdecimal.com), and 'Contact Phone' (4075551212). There is a red 'X' icon next to the email field. Below these fields, there are two more fields: 'Shipping Priority' (Standard) and 'PO Number (optional)'. Further down, there are three dropdown menus: 'Machine Type', 'Scaling', and 'Cone Size'. At the bottom of the form, there is a note: 'Note: for square and rectangular parts, corners will have a radius of approximately 2.5 mm'. At the very bottom, there are two buttons: 'ADD TO CART' (green) and 'RETURN TO CART' (orange).

Fig. ##: Order Standard Cutout page

5. Select values for machine type, scaling, cone size, shipping priority, and shape for your cutout.
6. Adjust the size and angle of the cutout as desired.
7. Ensure the correct name, email address, and phone number are shown. If you are using a Purchase Order, please enter the PO number.
8. Standard priority shipping is selected by default. If you would prefer to have your order rushed, select "Rush".

Order Generic Electron Aperture

Note: to add a new machine, please contact .decimal Customer Support

Contact Name: John Smith

Contact Email: jsmith@dotdecimal.com

Contact Phone: 4073303300

Shipping Priority: Standard

PO Number (optional):

Machine Type: Varian

Scaling: Physical Size on Cutout

Core Size: 10cm x 10cm

Shape: Circle

Diameter (cm):

0cm 4.8cm 9.5cm

ADD TO ORDER QUEUE AND CONTINUE

ADD TO ORDER QUEUE AND CLOSE

CLOSE

Fig. 3: Order Standard Cutout details

9. When the details of the order are complete, click “ADD TO CART”. This will place the order in your cart (holding queue) and allow you to continue designing additional standard cutouts before placing the order.
10. Once all the cutouts are in your cart, click “RETURN TO CART”.
11. Review the details of each cutout in the cart, check the box for each one that you'd like to order, and then click “Place Order” to complete your order.
12. Once your order is processed, it will be placed on a temporary hold and our customer service staff will send you a blueprint of the cutout to review and approve that the shape and size is accurate before manufacturing begins. This typically happens within just a few hours of ordering, when orders are placed during .decimal standard business hours.
13. After your approval is received, the hold will be removed and manufacturing will commence for your cutouts.

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