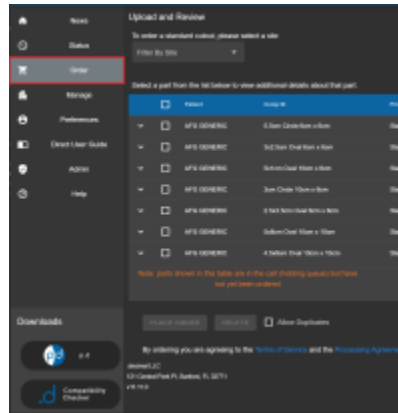# Ordering Standard Electron Cutouts

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.



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".

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.