



ADVANTAGES

- All orders are stored digitally on the Web for 90 days, eliminating the need for messy paper storage
- Easy reconciliation of digital orders and invoices speeds up the payables process
- Personal work order defaults are stored electronically, making EWO quicker than traditional paper orders
- Send print orders right from your computer, making the ordering process more convenient than ever
- Electronic confirmations are delivered, insuring that we received your order
- Both Digital and Hard Copy orders can be submitted through EWO, consolidating all print orders in one ordering system
- Store company address books in EWO for easy access on orders that require distribution
- Transfer large digital files utilizing EWO's FTP technology, speeding up the time it takes to deliver files electronically

EWO

Electronic Work Order

EWO makes it easier than ever to do business with Ridgway's!

EWO is the fastest and easiest way to order copying and printing services right from your desk. Whether you are submitting digital or hard copy originals for printing services, EWO makes ordering with Ridgway's only mouse clicks away. EWO utilizes FTP (File Transfer Protocol) technology to transfer digital files in a fraction of the time it takes via email messaging. Need us to pick up your hard copy originals? EWO will automatically dispatch one of our delivery drivers for prompt courteous pick-up and delivery service.

6 Quick Steps to doing business with Ridgway's:

Step 1: Go to www.ridgways.com

Step 2: Login using your own personal user login and password

Step 3: Attach electronic files or indicate a pick-up is required

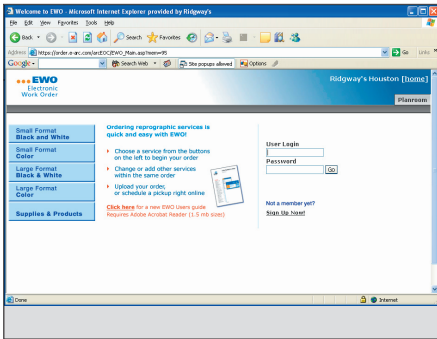
Step 4: Enter the specifications for printing and bindery

Step 5: Enter the delivery instructions

Step 6: Submit your order electronically to the Ridgway's location nearest you for high quality, fast turn-around printing services

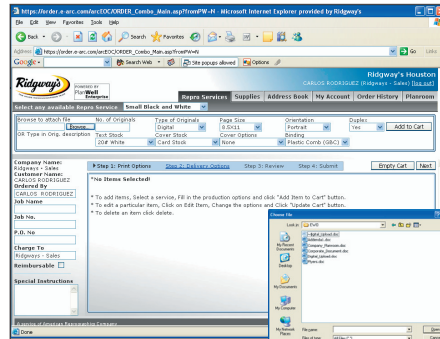


Total Project Support



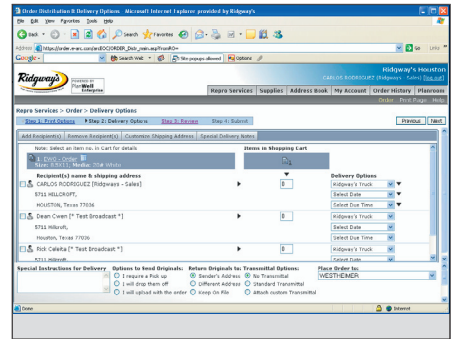
Ordering

Online order form ensures all information is captured to fulfill the request.



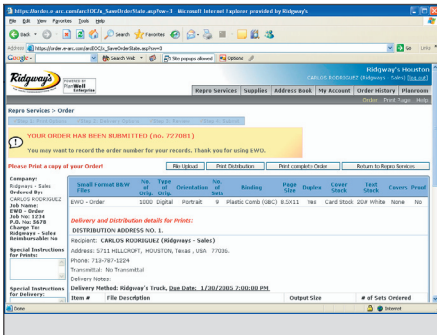
Upload

Easy upload is accomplished by browsing for files and attaching them.



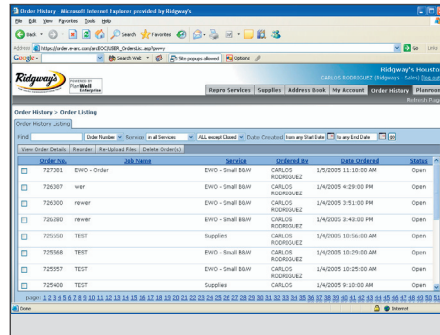
Distribution

Document distribution is simple and easy with a variety of address book functions.



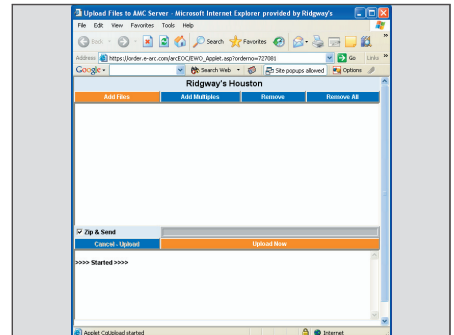
Confirmation

Order confirmation is immediate with both onscreen and email confirmation.



Accounting

EWO automatically tracks all previous orders for 90 days, making reconciliation of invoices simple and easy.



Automatic File Compression

Files are zipped automatically before they are uploaded.

To get started, contact your Ridgway's Sales Consultant or one of our friendly Customer Service Representatives:



MOBILE, AL
251-473-8667

DAPHNE, AL
251-621-8661

METAIRIE, LA
504-838-8300

NEW ORLEANS, LA
504-522-3831

BILOXI, MS
228-388-8668

DESTIN, FL
850-654-7020

BATON ROUGE, LA
225-751-0248

Visit us online at:
www.ridgways.com