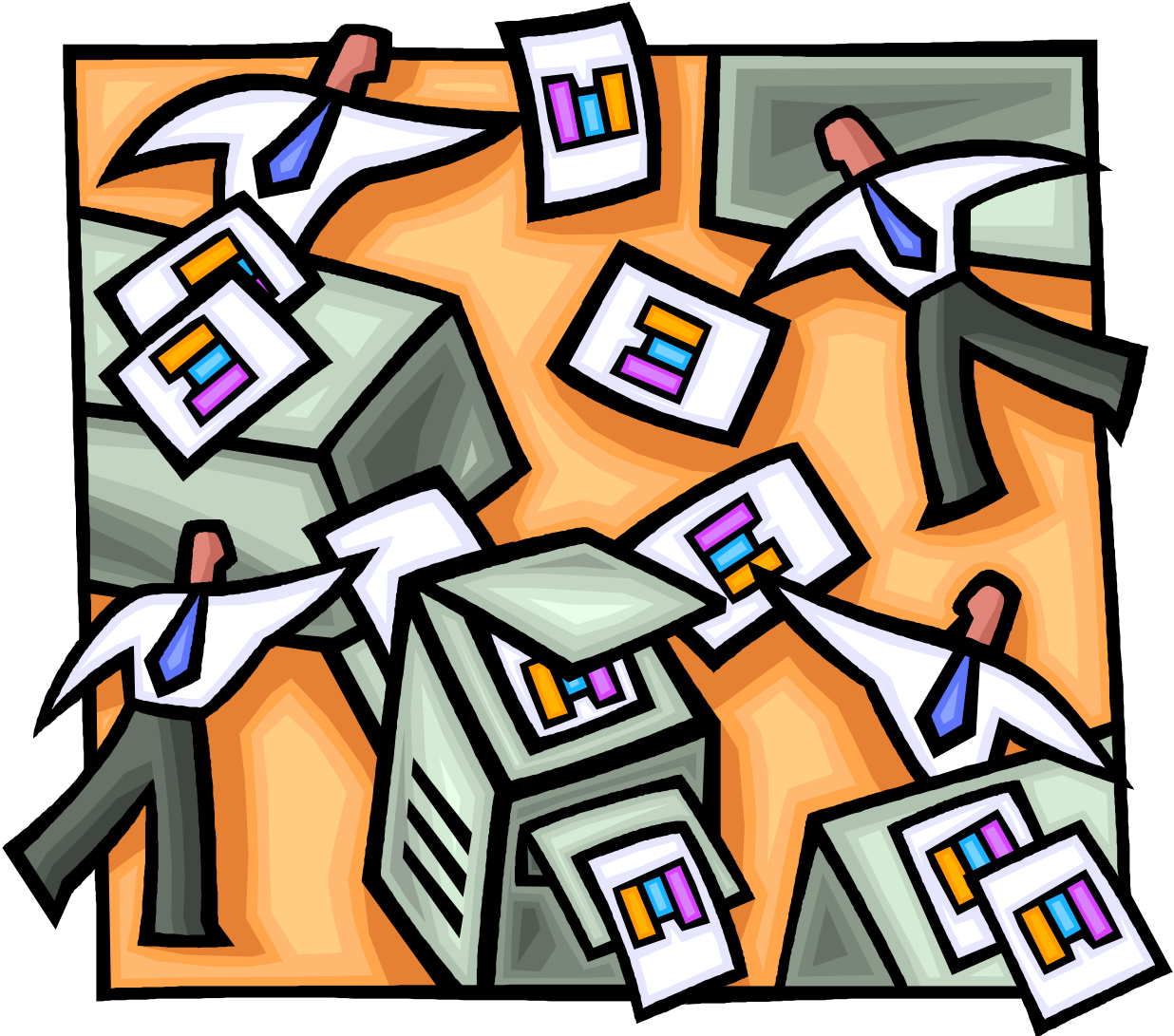

For MSA Sales and Distributors only

Take advantage of the
FedEx Office Corporate Account program
For MSA



With MSA DocStore, you can get the right documents to the right people at the right time.

Logging on to the MSA DocStore order site – by logging on with the msaguest username you are already set to receive the discount pricing

Open your browser and go to the MSA DocStore order site: www.MSAafety.com/printondemand

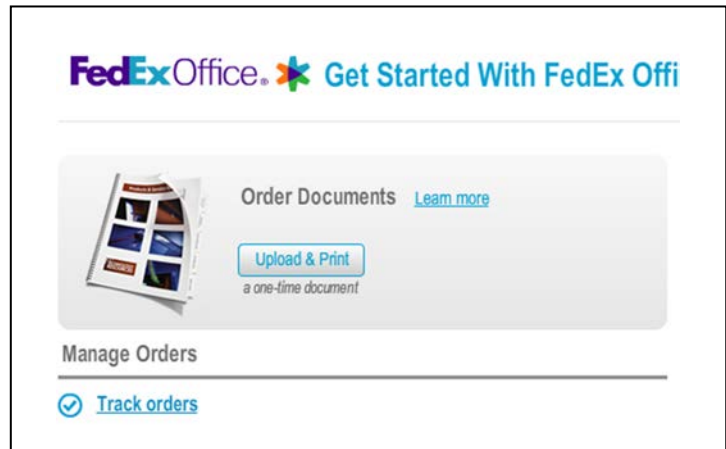
Type your username and password:

Username: msaguest

Password: p@ssword

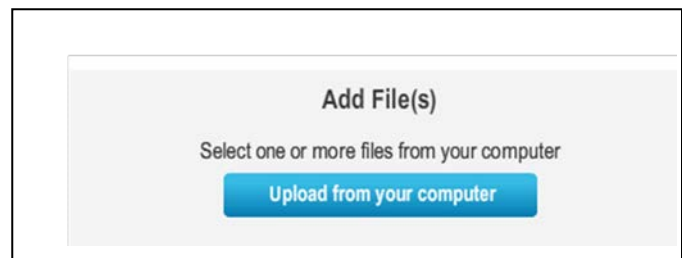
Starting a new order, click > **Upload & Print**

You can also track your orders from this screen. Click > **Track Orders** and fill in the information



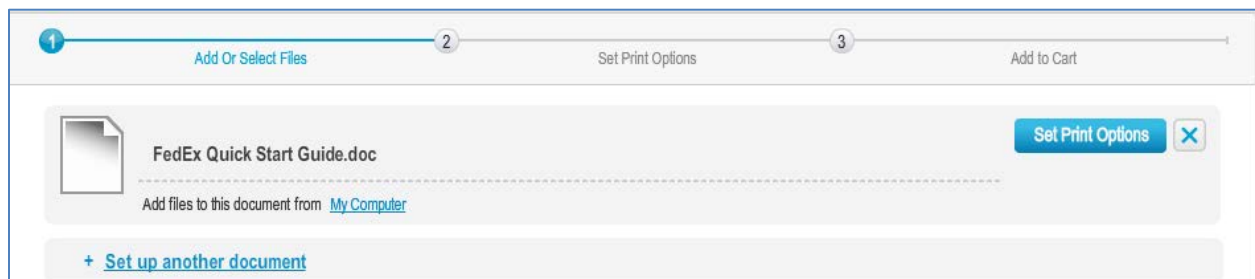
➤ Start Your Order

Click > **Upload from your computer**, to choose a file from your computer.



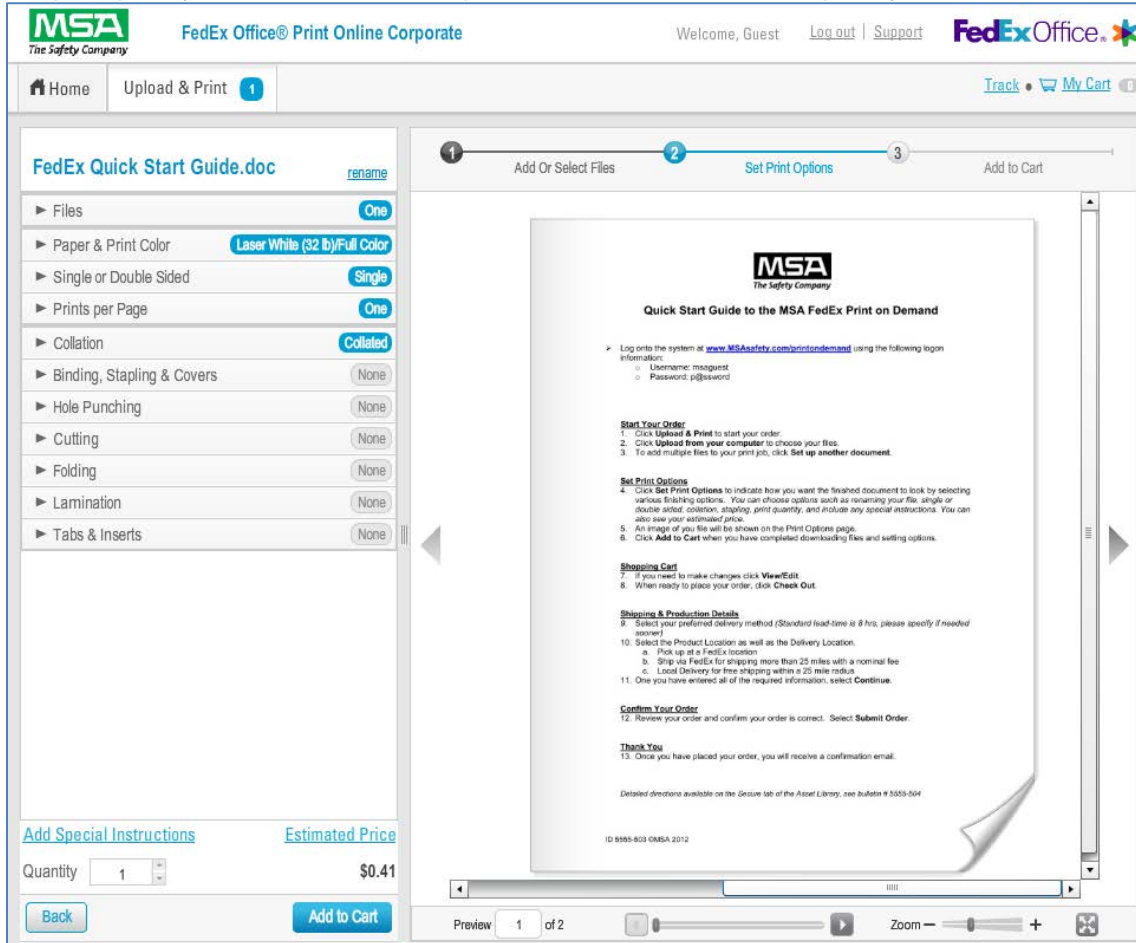
➤ Locate the file you want added to your job. Files can be a maximum of 100 MB.

You can add multiple files to your print job, click > **Set up another Document**.



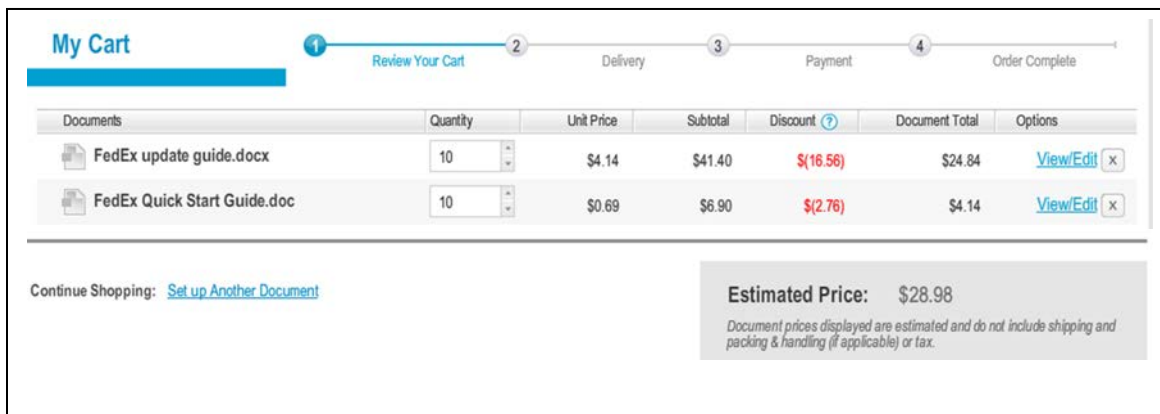
➤ Click > **Set Print Options** for the document

At this screen, you can change the file name, choose your printing options, add special instructions, edit the print quantity, and see the estimated price. You will also see an example of your document on the right.



The screenshot shows the 'Set Print Options' interface for the document 'FedEx Quick Start Guide.doc'. On the left, there is a sidebar with various printing options: Files (One), Paper & Print Color (Laser White (32 lb)/Full Color), Single or Double Sided (Single), Prints per Page (One), Collation (Collated), Binding, Stapling & Covers (None), Hole Punching (None), Cutting (None), Folding (None), Lamination (None), and Tabs & Inserts (None). Below these options are fields for 'Add Special Instructions' and 'Estimated Price' (\$0.41), along with a 'Quantity' dropdown set to 1 and 'Back' and 'Add to Cart' buttons. The main area displays a preview of the document with the MSA logo and the title 'Quick Start Guide to the MSA FedEx Print on Demand'. The document content includes instructions for logging on, starting an order, setting print options, shipping details, and confirming the order. A progress bar at the top indicates the current step is 'Set Print Options'.

➤ Click > **Add to Cart** when you have completed downloading files and setting options.



The screenshot shows the 'My Cart' page with a progress bar at the top indicating the current step is 'Review Your Cart'. Below the progress bar is a table listing the items in the cart:

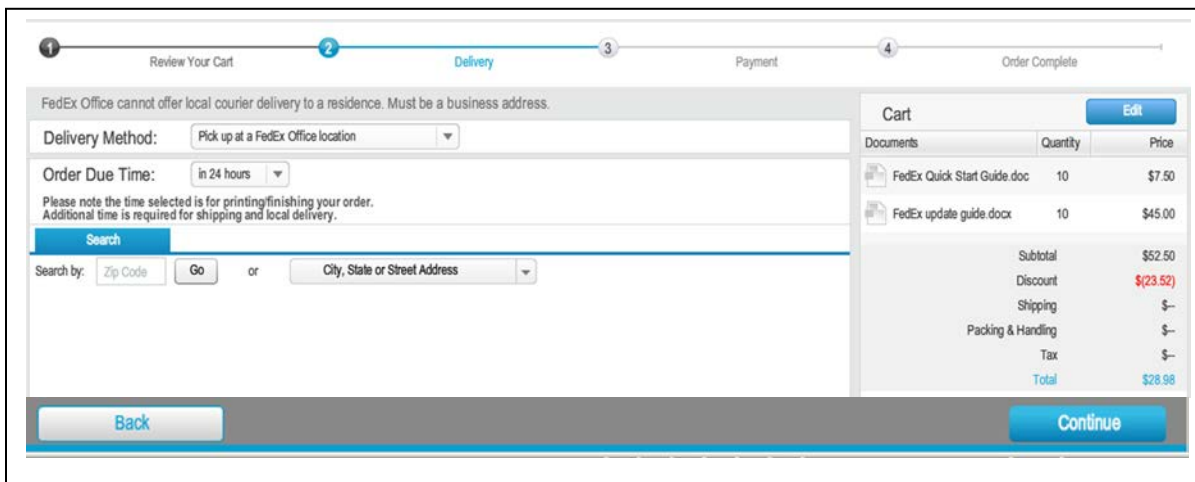
Documents	Quantity	Unit Price	Subtotal	Discount	Document Total	Options
FedEx update guide.docx	10	\$4.14	\$41.40	\$(16.56)	\$24.84	View/Edit <input type="checkbox"/>
FedEx Quick Start Guide.doc	10	\$0.69	\$6.90	\$(2.76)	\$4.14	View/Edit <input type="checkbox"/>

Below the table, there is a 'Continue Shopping: [Set up Another Document](#)' link. On the right side, there is a box displaying the 'Estimated Price: \$28.98' and a note: 'Document prices displayed are estimated and do not include shipping and packing & handling (if applicable) or tax.'

- You can still make changes, click > **View/Edit**

Estimated Price will be displayed at the bottom, does not include shipping/tax.

- When you have completed your order click > **Check Out**






- **Delivery Method: Select your delivery method**
Choose your preferred delivery and office location.

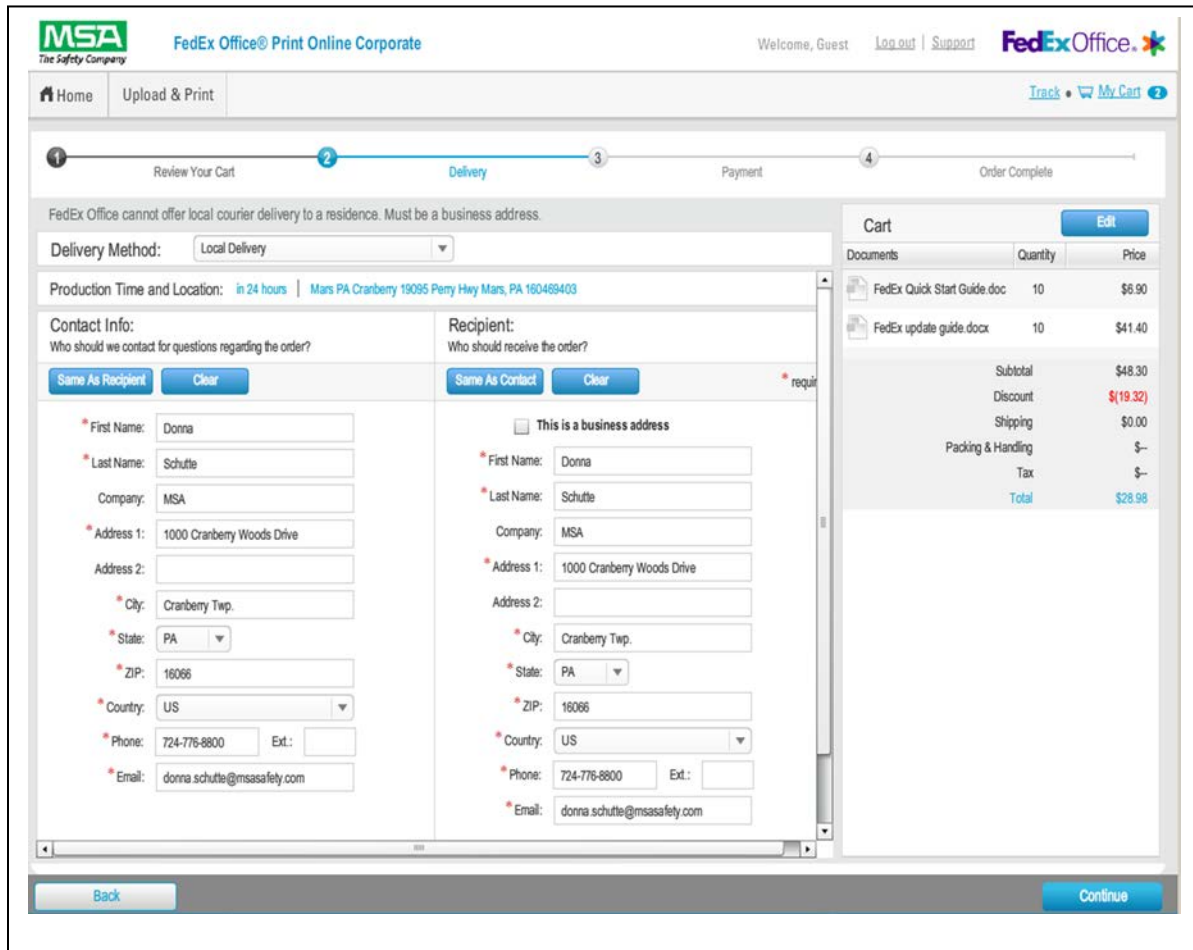
You can choose:

- 1 - Pick up at a FedEx location
Enter the zip code and choose the location
- 2 – Ship via FedEx – for delivery to your chosen location
- 3 – Local Delivery – for delivery within 25 miles

Delivery Method: Select your delivery method:

Pick up at a FedEx Office location	Ship via FedEx®	Local Delivery
Choose a FedEx Office location that is convenient to you and pick up your document in person.	Choose any of our best-in-class delivery options to have your document delivered when you need it.	Have your document delivered by courier the same day it's produced.
		

➤ Enter the contact and Recipient details, and any Delivery Instructions. Then click > **Continue**



MSA The Safety Company FedEx Office® Print Online Corporate Welcome, Guest Log out | Support FedExOffice.✱

Home Upload & Print Track • My Cart ?

1 Review Your Cart 2 **Delivery** 3 Payment 4 Order Complete

FedEx Office cannot offer local courier delivery to a residence. Must be a business address.

Delivery Method: Local Delivery

Production Time and Location: In 24 hours | Mars PA Cranberry 19095 Perry Hwy Mars, PA 160489403

Contact Info: Who should we contact for questions regarding the order?

Recipient: Who should receive the order?
 *required

This is a business address

* First Name: Donna
 * Last Name: Schutte
 Company: MSA
 * Address 1: 1000 Cranberry Woods Drive
 Address 2:
 * City: Cranberry Twp.
 * State: PA
 * ZIP: 16066
 * Country: US
 * Phone: 724-776-8800 Ext.:
 * Email: donna.schutte@msasafety.com

* First Name: Donna
 This is a business address
 * Last Name: Schutte
 Company: MSA
 * Address 1: 1000 Cranberry Woods Drive
 Address 2:
 * City: Cranberry Twp.
 * State: PA
 * ZIP: 16066
 * Country: US
 * Phone: 724-776-8800 Ext.:
 * Email: donna.schutte@msasafety.com

Documents	Quantity	Price
FedEx Quick Start Guide.doc	10	\$6.90
FedEx update guide.docx	10	\$41.40
Subtotal		\$48.30
Discount		\$(19.32)
Shipping		\$0.00
Packing & Handling		\$-
Tax		\$-
Total		\$28.98

➤ Choose your payment option

Payment

Payment Method:



➤ If all information is correct after reviewing - click > **Submit Order**

You then see an overview of your completed order.

You can also click > **Place another order** if you have more items to order.

Thank you for your order [View Receipt](#)

Order Number: **1012073980768200**

Documents	QTY	PRICE
<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">  FedEx update guide.docx <small>6 pages, 10 copies, Collated, Single sided, Black & white, Standard, Standard White 20#, No bindings or finishes, 0 tabs, 0 inserts</small> </div>	10	\$45.00
<div style="border: 1px solid #ccc; padding: 5px;">  FedEx Quick Start Guide.doc <small>1 page, 10 copies, Collated, Single sided, Black & white, Standard, Standard White 20#, No bindings or finishes, 0 tabs, 0 inserts</small> </div>	10	\$7.50
Subtotal		\$52.50
Discount		\$(23.52)
Shipping		\$--
Packing & Handling		\$--
Tax		\$--
Total		\$28.98

Actual shipping and packing & handling fee is displayed.

Payment

Payment Method: Pay at Center

A FedEx Office team member will contact you prior to production if there are any questions regarding your order.

Pickup/Delivery

Requested Pick Up: 11/10/12, 10:42 AM (GMT-5)

Delivery Method: Pick up at a FedEx Office location

FedEx Office Center: 19095 Perry Hwy
Mars, PA 160469403
(724) 779-1999
[View Map](#)
usa0528@fedex.com

Contact: Donna Schutte
MSA
1000 Cranberry Woods Dr.
Cranberry Twp, PA 16066
(724) 776-8800

[Place Another Order](#)

➤ You will receive a confirmation email with your order details.