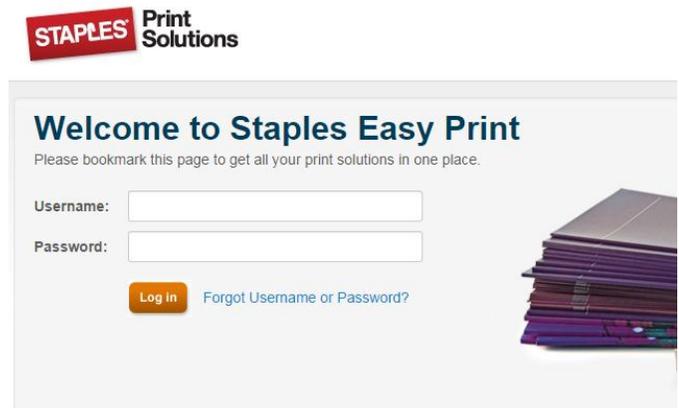


## TCF Quick Reference Guide: Registering & Ordering StaplesEasyPrint.com

Go to  
[www.stapleseasyprint.com](http://www.stapleseasyprint.com)

If you know your Username and Password

- Enter your **Username** and **Password**
- Your password will be sent in a separate email to you after you register.
- Click the **Log In** button.



## Ordering

### Access

When you have logged in, click **ORDER!**  
to launch into your **Home** page.



## Select Products

View the products available in the category. You can add items to your cart from this page, or click the product number or graphic to view more detailed information.

Enter the number of units you would like to order in the **Order Quantity** field and press your Enter key or click the **Add to Order** button.

## Open Your Category

When you first log in, the **Home** page displays your categories, messages, and access to your order reports. Click a category name or graphic to view the products in that category on the **Product** page.

Select your product

Select Create New

Enter information in the fields provided

Hit Save

Select "I approve", choose quantity and

"Add to Order"

## Review Your Order

The **Cart** page displays the products in your cart. Use the fields on this page to begin the check out process.

**Note:** A red asterisk indicates a required field.

When you are ready to place your order, click the **Check Out** button.



SEARCH PRODUCTS  Go

Home

Please contact Pamela.Lindquist@staples.com or call 1-651-234-1044 with qu

- TCF AGENCY STATIONERY
- TCF BANK STATIONERY
- TCF CAPITAL FUNDING STATIONERY
- TCF COMMERCIAL BANKING STATIONERY
- TCF EQUIPMENT FINANCE STATIONERY
- TCF EXECUTIVE STATIONERY
- TCF FINANCIAL STATIONERY
- TCF HR CARD

### Business Cards

Products > TCF Bank Stationery Products > Business Cards

Business Cards

	<b>TCF Bank BC without tagline</b> Ordering Unit: 1/BX TCF Bank logo Business Cards 3 color Raised Imprint NO tagline
TCFB2BC	Choose Template
	<b>TCF Bank BC with tagline</b> Ordering Unit: 1/BX TCF Bank logo Business Cards 3 color Raised Imprint "Your Convenience Bank" tagline
TCFB1BC	Choose Template
	<b>TCF Bank Magnetic BC</b> Ordering Unit: 1/BX TCF Bank logo Business Cards 3 color Magnetic
TCFBMAGBC	Choose Template

Products > TCF Bank Stationery Products > Business Cards > TCF Bank BC without te

**Test Test**  
Test Title 1  
Test Title 2

1 East Jackson, MC 123-11-AB  
Chicago, IL 60564

p: 111-111-1111 | e: 222-222-2222 | tf: 333-333-3333  
aaaabbbbcccc@bankbank.com

Edit | Remove | View PDF

**TCF Bank BC without tagline** TCFB2BC

\* = required field

I approve this proof: \*  Yes

Order Quantity: \*

Item Total: **\$14.12**

There are 0 items available for order.

Cart

Please contact Pamela.Lindquist@staples.com or call 1-651-234-1044 with questions regarding your ordering experience.

Cart > Shipping > Billing > Confirm

\* = required field

CO/CC: \*

PERSON PLACING ORDER: \*

Remove	ID	Product	Specifications	Unit Price	Quantity	Total Quantity	Price
<input type="checkbox"/>	TCFB2BC - Test Test	TCF Bank BC without tagline	I approve this proof: Yes	\$0.05648	<input type="text" value="250"/>	250	\$14.12
<input type="checkbox"/>	TCFB2BC - Test Test	TCF Bank BC without tagline	I approve this proof: Yes	\$0.05648	<input type="text" value="250"/>	250	\$14.12

Remove Selected

Subtotal: \$28.24

Shipping, handling and tax may be added to this subtotal.

Save Changes | Cancel Order | Continue Shopping

## Select Shipping

At the **Shipping** page, *if the option is available*; select a **Shipping Address** from the drop-down menus.

When you are done click the **Continue** button.

## Finalize the Order

At the **Confirm** page, review your order.

If you want to make changes, click **View Cart** in the left navigation pane. This will take you back to the **Cart** page.

If your order is correct, click the **Submit** button.

**Note:** After the **Submit** button is clicked, you cannot make any change to the order.

Please review your order carefully. Click Submit at the bottom of the page when you are ready to submit the order.

Cart > Shipping > Billing > Confirm

### Comments:

**Cost Center:** 20083

**Payment Method:** Purchase Order

**Bill To:** Abigail Smith  
1234 MAIN ST  
SUITE 200  
MYTOWN, XT 99999

**Ship To:** Abigail Smith  
1234 MAIN ST  
SUITE 200  
MYTOWN, XT 99999

ID	Product	Unit Price	Quantity	Total Quantity	Shipper	Price
237409406005000	406005000	\$26.50	2 (x5000)	10,000	FedEx Ground	\$53.00

Subtotal: \$53.00

Shipping & Handling: \$0.00

Tax: \$0.00

**Total: \$53.00**

Submit

### Confirm

Please review your order carefully. Click Submit at the bottom of the page when you are ready to submit the order.

Cart > Shipping > Billing > Confirm

**CO/CC:** 100.0436

**Payment Method:** Purchase Order

**Bill To:** TCF FINANCIAL CORP OP  
801 MARQUETTE AVE  
MINNEAPOLIS, MN 55402

**Ship To:** TCF FINANCIAL CORP OP  
801 MARQUETTE AVE  
MINNEAPOLIS, MN 55402

**PERSON PLACING ORDER:** Test

ID	Product	Specifications	Unit Price	Quantity	Total Quantity	Price
TCFB2BC - Test Test	TCF Bank BC without tagline	I approve this proof: Yes	\$0.05648	250	250	\$14.12

Subtotal: \$14.12

Shipping & Handling: \$0.00

Tax: \$0.00

**Total: \$14.12**

Submit

## Favorite Orders

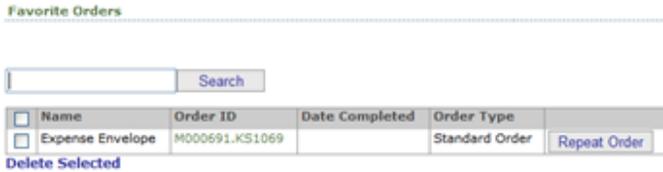
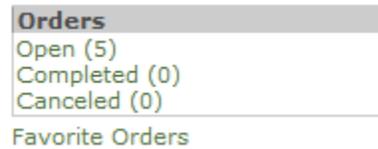
You can save this order as a favorite, which saves summary information about the order. You can use favorites to easily place similar orders.

On the **Order Confirmation** page, place a checkmark in the **Favorite Orders** box at the bottom of the page, name your order, and click **Save as Favorite**.



## To Place a Repeat Order using Favorites

On the **Home** page click the **Favorite Orders** link at the bottom of the page.



<input type="checkbox"/>	Name	Order ID	Date Completed	Order Type	
<input type="checkbox"/>	Expense Envelope	M000691.KS1069		Standard Order	Repeat Order

The **Favorite Orders** page shows all of the orders that you have saved as favorites.

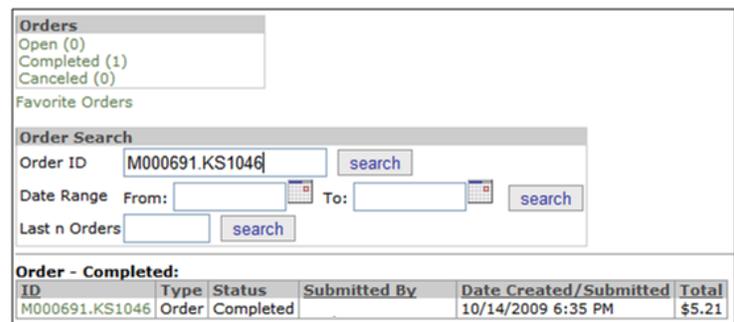
Click the **Repeat Order** button for the order you want to copy. This will take you straight to the **Cart** page.

Add or remove items from the order and proceed through the rest of the pages to place your order.

## Completed Orders

At the bottom of the **Home** page in the **Orders** box, click the **Completed** link.

Enter the Order ID for the order and click the **Search** button, or locate the order in the table of completed orders. Double-click the **ID** link to view the order details. Depending on your company's settings you can view shipment information, shipping and handling fees, and print the order details on a local printer.



ID	Type	Status	Submitted By	Date Created/Submitted	Total
M000691.KS1046	Order	Completed		10/14/2009 6:35 PM	\$5.21