



## How to place an order for your books through Lightning Source

### How many books can I order?

You can order as few as one copy for delivery either to you, your distributor, or your customer. Lightning Source delivers worldwide.

### When can I place orders?

You can place book orders at any time once a title has been submitted. Titles that are not ready for printing yet will appear highlighted in YELLOW in the order with the annotation 'Title Pending Set Up Completion'. These orders are saved for you and printed as soon as the title becomes available.

#### Note

You can track the progress of all orders you place through the website.

### Can I have books printed at both the US and UK facilities?

Yes. As a US client you have a US account and can order for delivery throughout the world via this account. If you would like to have your order printed in the UK for delivery to England and the rest of Europe you need to open a UK account with us.

#### Note

Contact your Sales Manager to open a UK account. All transactions through a UK account will be billed in pound sterling.

### How do I place orders?

From the web screen, follow the menu path:  
[www.lightningsource.com](http://www.lightningsource.com)

### Step 1 Note

This is the user name and password you selected when you set up your account.

For orders printing out of the US use your **US** user name and password.

If you have set up a UK account and want to order books for printing in the **UK** use your UK user name and password.

### Step 1. Enter your user name and password.

A screenshot of the Lightning Source login interface. It features a dark blue background with a white 'X' icon in the top left corner. The form contains two white input fields labeled 'Login Name:' and 'Password:'. Below these fields is a blue button with the word 'Login' in white text.

### Step 2. In the Welcome screen click on:

A screenshot of the Lightning Source welcome screen. It shows a dark blue header bar with two white buttons: 'My Orders' and 'Logout'. Below the header is a light blue menu with three options: 'Create a New Order', 'Orders Not Yet Submitted', and 'My Book History' (partially visible).



### Step 3 Note

To display a list of all the titles you currently have on file with Lightning Source leave the 'Keyword' field blank and simply click 'Start Search' after selecting the order type. The maximum number of titles that can be displayed is 50. If the title you are searching for is not present, please narrow your search criteria.

### Step 3. Order Books screen

You can search for a title by selecting an option from the pull down menu and then entering the information in the keyword field.

#### New Order

1: Select Books | 2: Quantities & Prices | 3: Review & Payment

You can learn more about [Ordering Books on the Web](#), or add books to your order by entering information on the desired title and then clicking on "Start Search".

Search by  for ☐ Exact match on Keyword:   
Sort the results

Start Search

Once you have found the title you wish to order, tick the box and click Add to Order.

1 title matches this search criteria.

☐ = Title Pending Set Up

Page 1 of 1

Select	ISBN	Binding	Title	Contributor
<input type="checkbox"/>	0000000000	Perfect	Lightning Source Test	Lightning Source Test

Cancel

Add To Order

### Step 4 Note

Shipping methods are determined by the ship-to address selected. Only the available shipping methods will be reflected in the options.

### Step 4: You will be asked to select both a return address and a shipping address.

If you are shipping to a new address, please add it to your address book before you begin the order. Select the appropriate shipping method and order type. Indicate if you wish to have the printing of the order rushed by ticking the "Rush this order" box..

#### Ship To:

Return Address:  
Lightning Source Test  
1245 Hill Quaker Blvd.  
IPI Building  
LaVergne, TN 37086  
USA  
(Click to change)

PROCESSED  
JAN 15 06  
258  
FEDERAL POSTAL SERVICE

Ship To:  
Lightning Source Test  
Attn: Teri Brown  
1245 Hill Quaker Blvd.  
IPI Building  
LaVergne, TN 37086  
USA  
(Click to change)

### Step 5 Note

You can view the list of addresses you have entered by selecting "Click to Change." To select a different address, simply click the box.

### Step 5: Adding a New Delivery Address.

The default delivery address will appear in the 'Ship To' section of the return address label at the top of the page. However, you can ship orders to any location. If the default ship to address is correct, you can continue with the remainder of the order. If you want to add a **NEW** delivery address, select [\(Click to change\)](#).

Enter the new delivery address details and click Save. Then click Back to Order.



By clicking **I Accept** the publisher authorizes Lightning Source to print copies as detailed on the order.

The publisher will be billed separately for any customs fees for international orders (including Canada.)

Once you have confirmed the shipping details, please enter the desired quantity and click Update Order. The web will price your order according to the number of books and the desired ship-to location. If you agree with the charges and your order is complete, please click Submit order. If you need to add more books and continue with the order, click Add more Books. You can repeat this process as many times as needed until you have the order complete.

Item No.	Ordered Qty	Full Carton Qty	ISBN	Title	Unit Selling Price	Extended Amount	Delete
1	<input type="text" value="1"/>	66	9780130271089	Complete Java Technology of Java SE8 Java SE8 Books	\$ 2.29	\$ 2.29	<input type="checkbox"/>
Handling Fee						\$ 1.50	
Subtotal						\$ 3.79	
Shipping						\$ 4.21	
Tax						\$ 0.00	
This order reflects a savings of \$ 0.41 as a promotional or volume discount on the print charge of the books ordered. Total						\$ 8.00	

**Confirm the information above before clicking <Submit Order>.**

[Back To List](#)

[Clear Order](#)

### Add More Books

### Update Order

[Submit Order](#)



#### Step 7:

This is your last chance to verify the order details and to supply LSI with payment information for the order.

#### Payment Information

**Step 7 Note:** You can select to add a new credit card if you wish to pay by that method.

Method:

#### Payment Information

Method: <input type="text" value="Card On-file: Visa *****1111"/>	Credit Card Billing Address:
Card Type: <input type="text" value="Visa"/>	Company Name: <input type="text"/>
Card Number: <input type="text"/>	Country: <input type="text" value="United States"/>
Name on Card: <input type="text"/>	Address: <input type="text"/>
Expires: <input type="text"/> / <input type="text"/>	City: <input type="text"/>
ID #: <input type="text"/>	State or Province: <input type="text"/>
Save This Card Information On-file: <input type="checkbox"/>	Postal Code: <input type="text"/>

#### Step 8:

Enter a purchase order if desired.

Your Purchase Order Number:

#### Step 9:

If you wish to receive an order confirmation and a shipping confirmation, please enter your email address into the fields provided. When the title is ready for printing, you will receive the first email. When the order has shipped, you will receive the second email, which will contain the corresponding UPS tracking numbers.

By entering an email address below, you will be notified when this order has been accepted. You can enter multiple recipients separating each email address with a comma (',').

Email Address:   
Retype Email Address:

#### Step 10:

If you agree with the order details, please click I Accept. If you need to make any changes, click I Decline or Edit Order to correct any of the information necessary.

<input type="button" value="I Accept"/>	<input type="button" value="I Decline"/>	<input type="button" value="Edit Order"/>
---	--	---