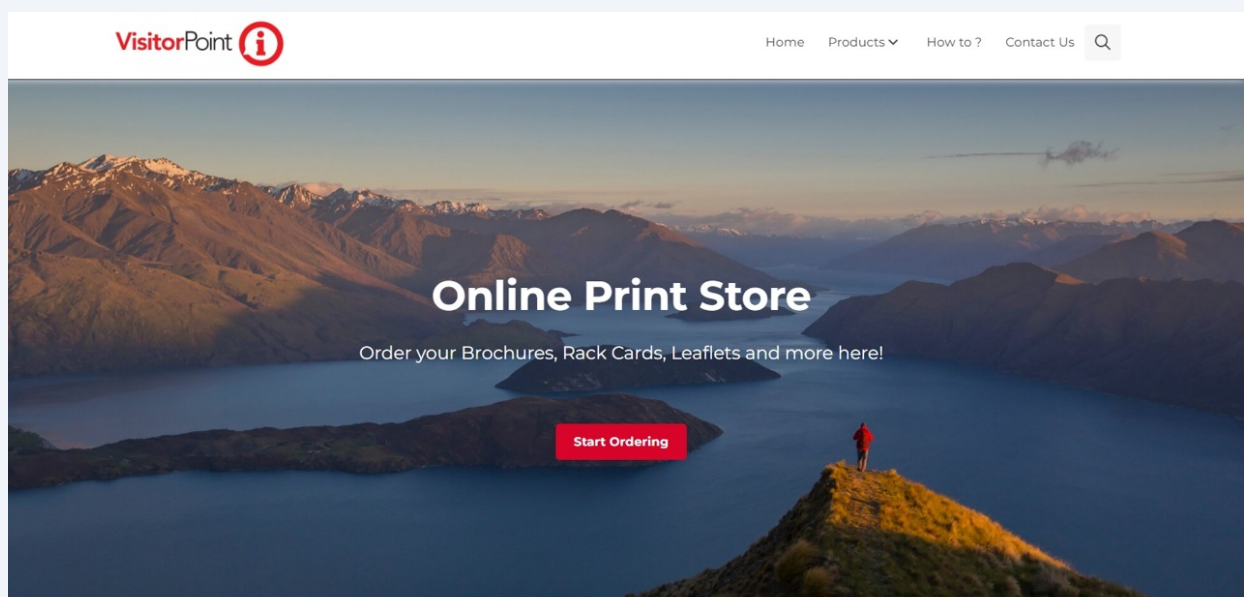


Visitor Point Print - How to Place an Order

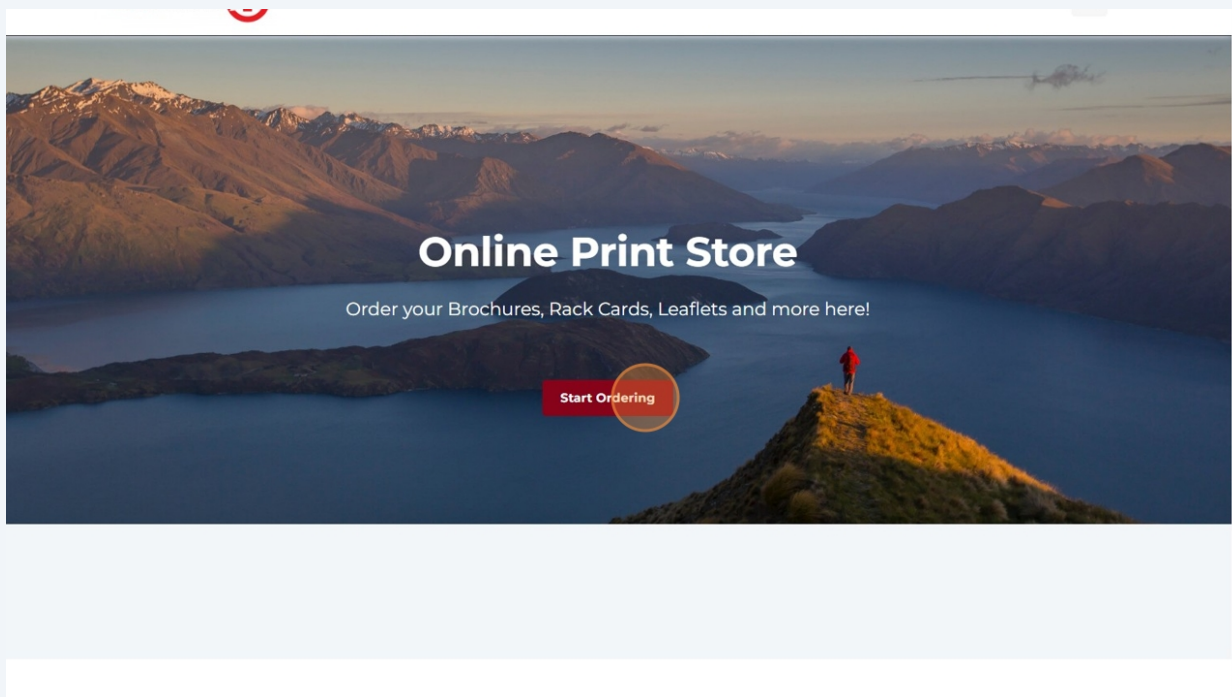
This guide provides a step-by-step process for placing an order with Visitor Point Print, making it easy for you to navigate the online ordering system. It simplifies the ordering of printed materials, ensuring that even those unfamiliar with online printing can successfully complete their purchase. While there may be alternative routes you can take, this is the quickest, most efficient process.

1

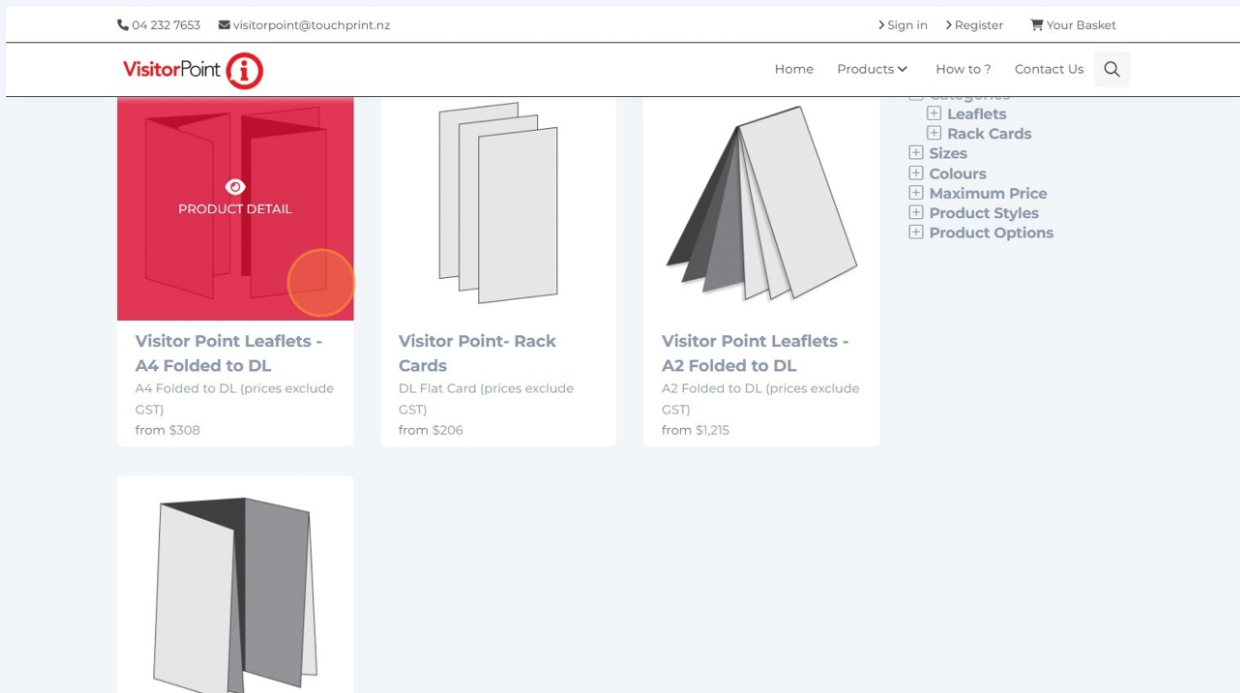
Navigate to <https://www.printwithvisitorpoint.co.nz/>



2 Click "Start Ordering"



3 Make your product selection



4

Some products give the option to choose a paper stock, others will default to just one stock

04 232 7653
visitorpoint@touchprint.nz
Sign in
Register
Your Basket

VisitorPoint
Home
Products
How to ?
Contact Us

Visitor Point Leaflets - A4 Folded to DL

Products / Visitor Point - Folded Leaflets / Visitor Point Leaflets - A4 Folded to DL

A4 Folded to DL (prices exclude GST)

FINISH:

130gsm satin
120gsm Uncoated
130gsm satin

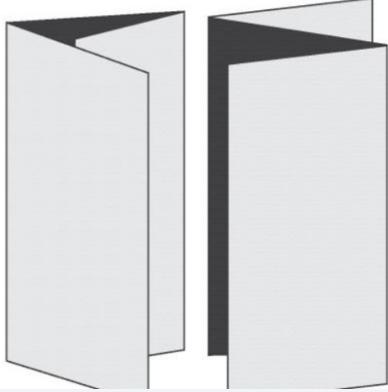
QUANTITY:

2,500 for only \$308.00

\$308.00

Add to basket

Freight to be calculated and charged after order placed. Prices are GST-exclusive.
See all prices and sizes
View specifications for product code VPA4130



5

Choose a print quantity

04 232 7653
visitorpoint@touchprint.nz
Sign in
Register
Your Basket

VisitorPoint
Home
Products
How to ?
Contact Us

Visitor Point Leaflets - A4 Folded to DL

Products / Visitor Point - Folded Leaflets / Visitor Point Leaflets - A4 Folded to DL

A4 Folded to DL (prices exclude GST)

FINISH:

120gsm Uncoated

OPTIONS:

☒ Batch In 25s

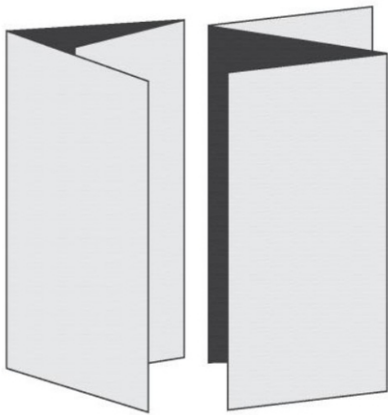
QUANTITY:

2,500 for only \$308.00

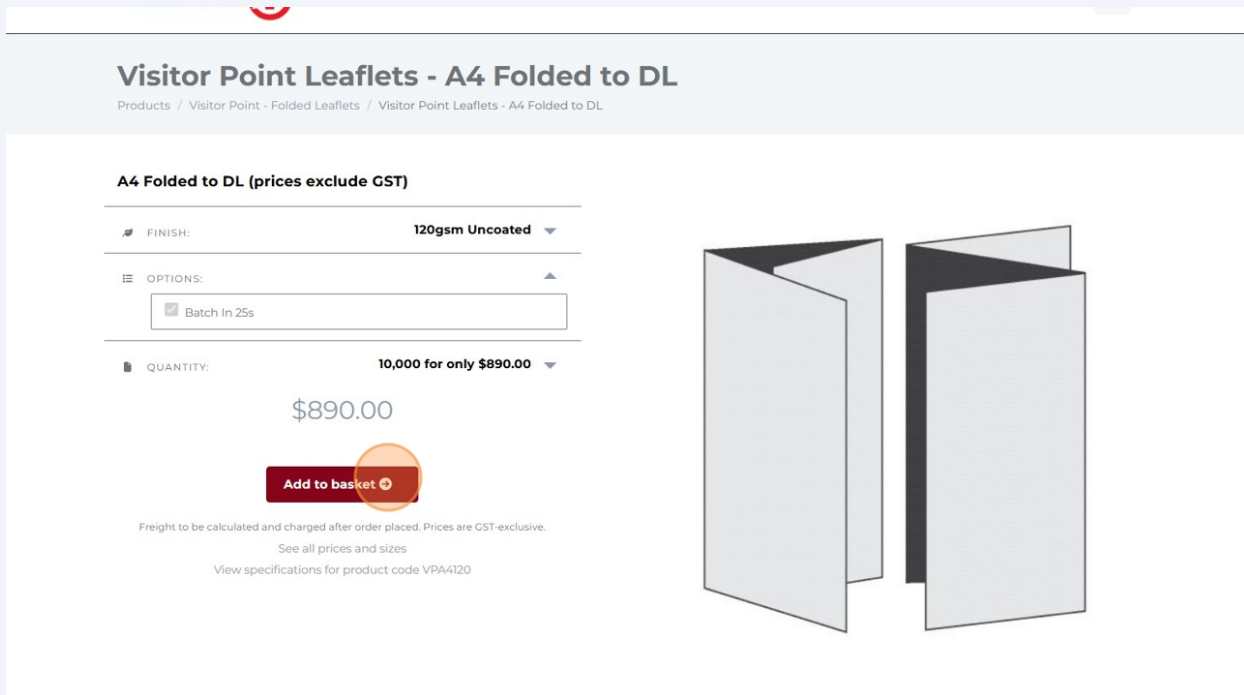
\$308.00

Add to basket

Freight to be calculated and charged after order placed. Prices are GST-exclusive.
See all prices and sizes
View specifications for product code VPA4120



6 Click "Add to Basket"



The screenshot shows the product page for "Visitor Point Leaflets - A4 Folded to DL". The page includes a breadcrumb trail: "Products / Visitor Point - Folded Leaflets / Visitor Point Leaflets - A4 Folded to DL". The product details section shows "A4 Folded to DL (prices exclude GST)" with a finish of "120gsm Uncoated" and an option for "Batch In 25s". The quantity is set to "10,000 for only \$890.00". The price "\$890.00" is displayed prominently. The "Add to basket" button is highlighted with an orange circle. To the right of the product details is a 3D illustration of two folded leaflets. Below the price, there is a note: "Freight to be calculated and charged after order placed. Prices are GST-exclusive. See all prices and sizes. View specifications for product code VPA4120".

7 Item has been added to your cart



Before you progress to your basket - If you would like to **download InDesign or PDF templates** for the product you have chosen, scroll to the bottom of the product page and click the "Downloads" tab.

8

04 232 7653 visitorpoint@touchprint.nz

Sign in Register 1 Items

VisitorPoint Home

Get these delivered by 08/09/2025 to 17/10/2025 when you checkout

Product Summary Downloads Product Specification

Starting with A4 and folding down to DL is a classic choice for brochures, menus and promotional material. Compact yet effective, these leaflets are ideal for handing out at reception, including in welcome packs or displaying in counter stands. You can choose between a roll fold for a smooth, booklet-style flow or a Z (concertina) fold for easy unfolding and quick reference. Printed on glossy or uncoated stock, they give you the flexibility to present your content with style while still allowing space for writing or stamping when needed.

See 'Downloads' tab for InDesign or PDF templates

Basket summary

✓ Item added to your basket...

Visitor Point Leaflets - A4 Folded to DL x 10000 \$890.00

Total \$890.00

Order Total \$1,023.50

Go to secure checkout

Go to your basket

Prices for Visitor Point Leaflets - A4 Folded to DL

9

Here you can download file templates to help

VisitorPoint Home Products How to? Contact Us

Get these delivered by 08/09/2025 to 17/10/2025 when you checkout in 10 hours 30 mins

Product Summary Downloads Product Specification

Start designing from our ready-made templates:

DL Folded Leaflet - 3 Panel Fold.zip DL Folded Leaflet - 3 Panel Fold.zip DL Folded Leaflet - 3 Panel Fold.zip

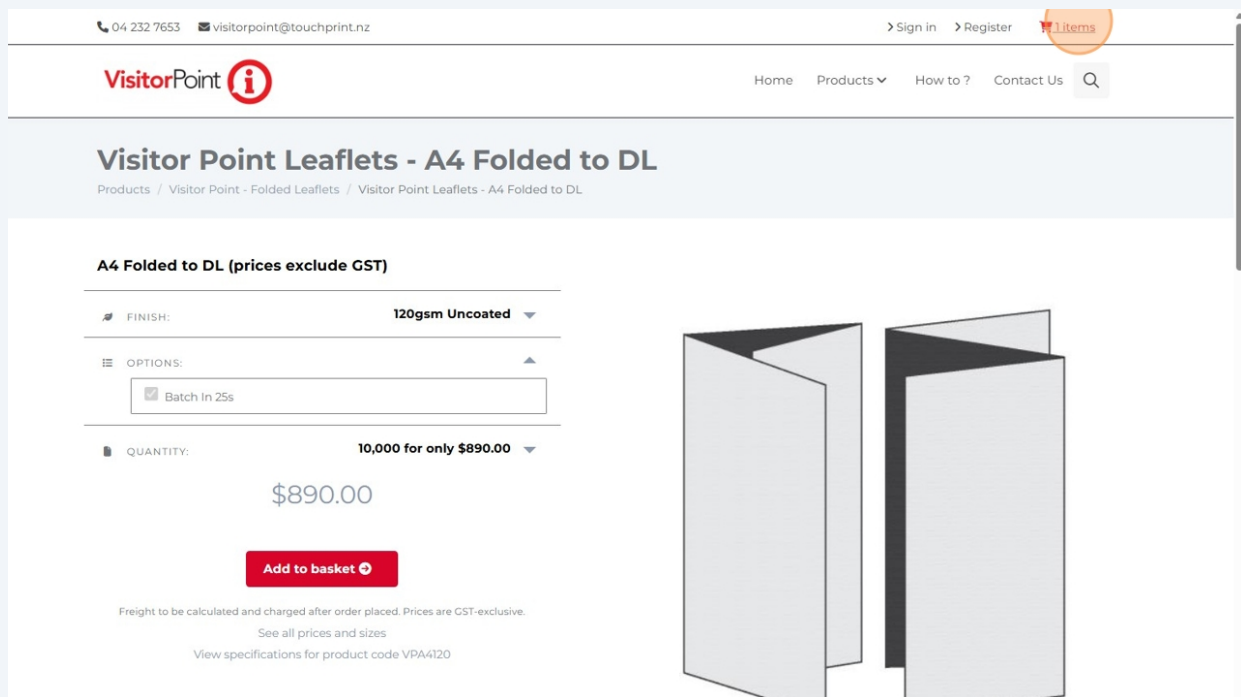
DL Folded Leaflet - 3 Panel Fold.zip

Compare our range of Visitor Point - Folded Leaflets products, with all the available sizes and finishing options. You can then see the price difference between any product variation. Upload your print-ready files when you've chosen the perfect finishing combination for your print.

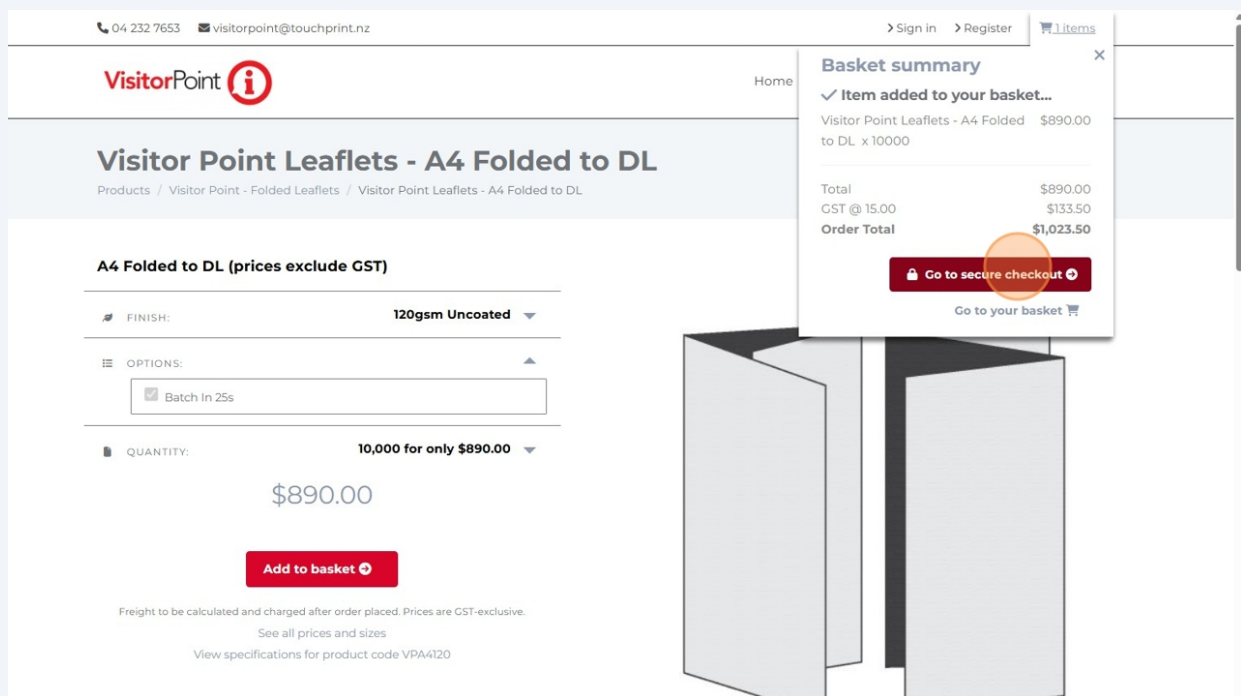
Start order

Prices for Visitor Point Leaflets - A4 Folded to DL

10 Scroll back up and click the shopping cart icon in the top corner




11 Click "Go to secure checkout"





The system requires you to either **register** or **sign-in**. If you have not been set up yet, register your details on this page. Otherwise, if you have a username and password already, click "sign-in"

12

VisitorPoint 

Menu

Welcome to Visitor Point Print

Create an account or [sign-in](#)

Email address
e.g. yourname@business.com

First name
e.g. John

Surname
e.g. Smith

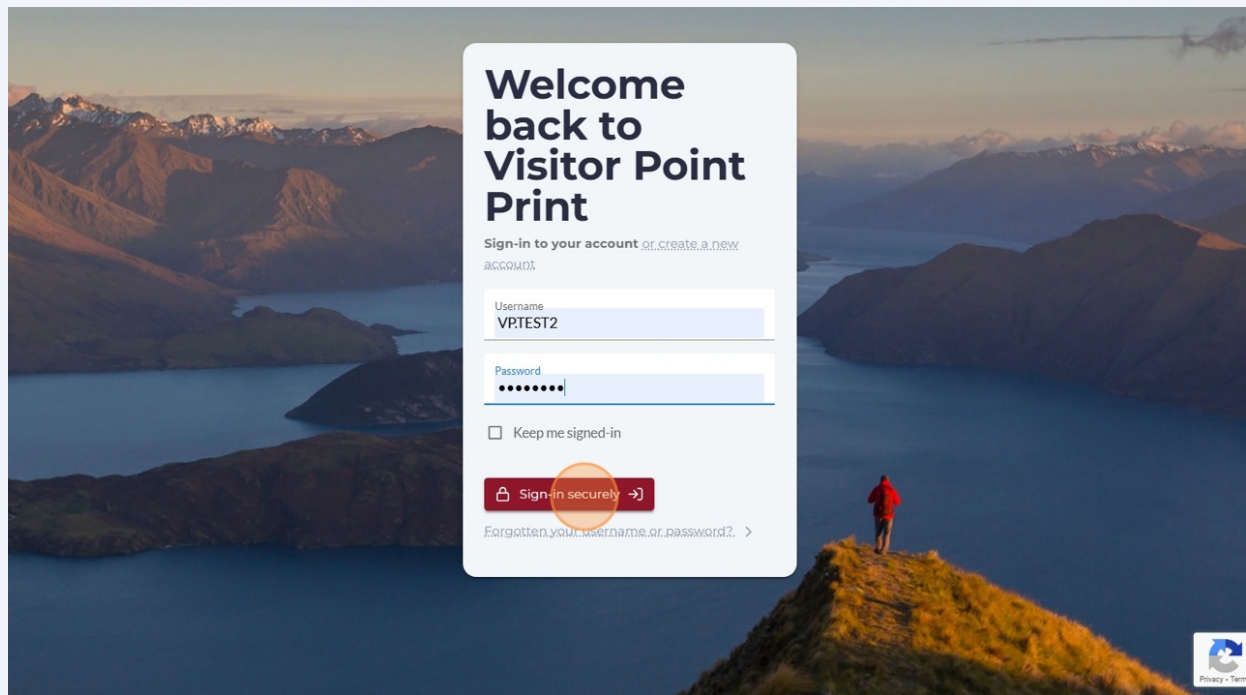
Mobile number
e.g. 07900 000 000

☐ I'd like to get monthly offers and advice by email
(We won't sell your data)

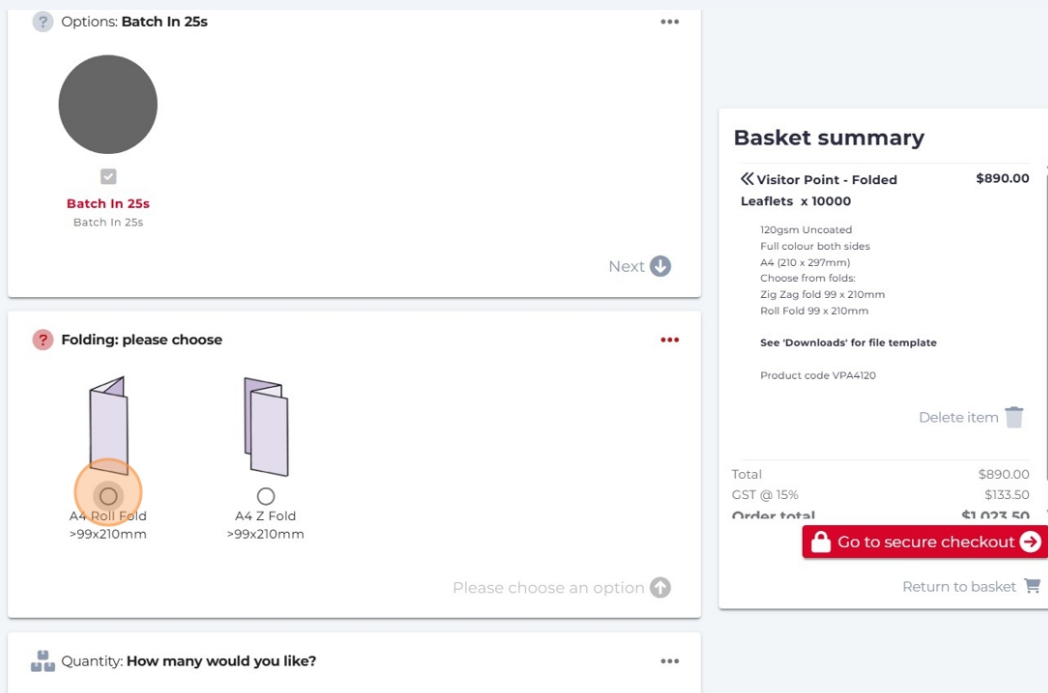
[✔ Create new account](#)

[or Sign-in to your account](#)

13 Enter your login details and click "Sign-in securely"




14 Some products will ask you to make extra selections, like folding. Refine your choices, then click "Go to secure checkout" or "next"



15

In the basket, confirm your specifications are correct and select your proofing preference.

1 items in your basket



Visitor Point Leaflets - A4 Folded to DL
Tri Fold Brochure : 120gsm Uncoated 2500s

120gsm Uncoated
 Full colour both sides
 A4 (210 x 297mm)
 Choose from folds:
 Zig Zag fold 99 x 210mm
 Roll Fold 99 x 210mm

See 'Downloads' for file template

Product code: VPA4120

Quantity
10000 for \$890.00

Options
 ✓ Folding: A4 Roll Fold >99x210mm

Title Your reference (optional)
Please give it a name... **Purchase order require**

Need a proof?
☐ Yes ☒ No ☐ If you spot issues

[Continue shopping](#)

Basket summary

Visitor Point Leaflets - A4 x \$890.00
 Folded to DL 10000

Total \$890.00
 GST @ 15% \$133.50
Order total \$1,023.50

[Go to secure checkout](#)

Use a gift voucher code?


[Empty basket](#)



You can choose to upload artwork here, change the job title or add a reference; however, you do get another chance on the next page to complete this information

16 Click "Go to secure checkout"

1 items in your basket



Visitor Point Leaflets - A4 Folded to DL
Tri Fold Brochure : 120gsm Uncoated 2500s

120gsm Uncoated
Full colour both sides
A4 (210 x 297mm)
Choose from folds:
Zig Zag fold 99 x 210mm
Roll Fold 99 x 210mm

See 'Downloads' for file template

Product code: VPA4120

Upload artwork files

- Change specification
- Delete item
- Duplicate item

Quantity
10000 for \$890.00

Options
✓ Folding: A4 Roll Fold >99x210mm

Title
Please give it a name...


Your reference (optional)
Purchase order require


Need a proof?
☐ Yes ☒ No ☐ If you spot issues


Basket summary

Visitor Point Leaflets - A4 x	\$890.00
Folded to DL	10000

Total	\$890.00
GST @ 15%	\$133.50
Order total	\$1,023.50




Use a gift voucher code? 

Empty basket 



This is the final page before placing your order, so you will need to upload artwork, change the job title and add a reference as it is your last chance.

17 Click into the "Title" field to update.

VisitorPoint 

Menu

Confirm and pay

Item #1 • Visitor Point Leaflets - A4 Folded to DL

Title

Please give it a name...

Your reference (optional)

or Purchase Order number

0 files uploaded

Upload your artwork >

Deliver to my invoice address

Casey Test, Touchprint Test - Visitor Point, 21 Jamaica Drive, Grenada North, Wellington, New Zealand, 5028

Deliver by

Mon 08/09/2025 for \$890.00

if you approve artwork before 19:00 (1 day in production)

Delivery method

Visitor Point Delivery

1 days in transit

Your order

Edit

Visitor Point Leaflets - A4 F...

Tri Fold Brochure : 120gsm Unc...

\$890.00

Delivery

\$60.00

Total excluding VAT

\$950.00

VAT @ 15%


\$142.50

Total including VAT

\$1,092.50

Pay now

18 Click the "Your reference" field to update

VisitorPoint 

Menu

Confirm and pay

Item #1 • Visitor Point Leaflets - A4 Folded to DL

Title

Holiday Brochure

Your reference (optional)

or Purchase Order number

0 files uploaded

Upload your artwork >

Deliver to my invoice address

Casey Test, Touchprint Test - Visitor Point, 21 Jamaica Drive, Grenada North, Wellington, New Zealand, 5028

Deliver by

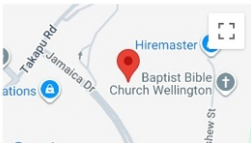
Mon 08/09/2025 for \$890.00

if you approve artwork before 19:00 (1 day in production)

Delivery method

Visitor Point Delivery

1 days in transit



Your order

Edit

Visitor Point Leaflets - A4 F...

Tri Fold Brochure : 120gsm Unc...

\$890.00

Delivery

\$60.00

Total excluding VAT

\$950.00

VAT @ 15%

\$142.50

Total including VAT

\$1,092.50

Pay now

19 Click "Upload your artwork"

Confirm and pay

Item #1 - Visitor Point Leaflets - A4 Folded to DL

Title
Holiday Brochure

Your reference
my ref

or Purchase Order number

0 files uploaded

Upload your artwork

Deliver to my invoice address


Casey Test, Touchprint Test - Visitor Point, 21 Jamaica Drive, Grenada North, Wellington, New Zealand, 5028

Deliver by
Mon 08/09/2025 for \$890.00

if you approve artwork before 19:00 (1 day in production)

Delivery method
Visitor Point Delivery

1 days in transit



Your order

Visitor Point Leaflets - A4 F...
Tri Fold Brochure : 120gsm Unc... \$890.00

Delivery \$60.00

Total excluding VAT \$950.00

VAT @ 15% \$142.50

Total including VAT \$1,092.50

Pay now

20 Drag and drop your print-ready PDF or click "choose files" to locate your file

Please upload your files

For Tri Fold Brochure : 120gsm Uncoated 2500s

Full colour BOTH sides (2 pages)

Drag and drop files here

or choose files...

Overall Progress (100%) 100%

Uploading "DL Folded L...ll Fold.pdf" 100%

Uploading: 100 b at 35162Kb/s, 0sec. remaining.

DL Folded L...ll Fold.pdf 4.1 mb

Skip this step



Tip! If you do not have a print-ready PDF, please get in touch with the Touchprint team, we can help you get your file set up.

21

Click "View proofs"

VisitorPoint

Search your account

Please add artwork to place your order

Please upload your files

For Tri Fold Brochure : 120gsm Uncoated 2500s

Full colour BOTH sides (2 pages)

[View proofs](#)



Let's go!

[Upload more files](#)

Upload completed


Filename	Size	Uploaded
DL Folded Leaflet - 3 Panel Roll Fold.pdf	4 MB	a few minutes ago


[Skip this step](#)

[View proofs](#)

22

Depending on the size of your file, it can take a minute or two for the pages to appear.

VisitorPoint 

Search your account 

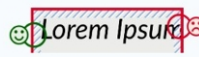
Please check your proof

☒ Approve for print


Your files are ready for Tri Fold Brochure : 120gsm Uncoated 2500s

You've uploaded 2 pages
You've selected 2 pages

Understanding our guidelines

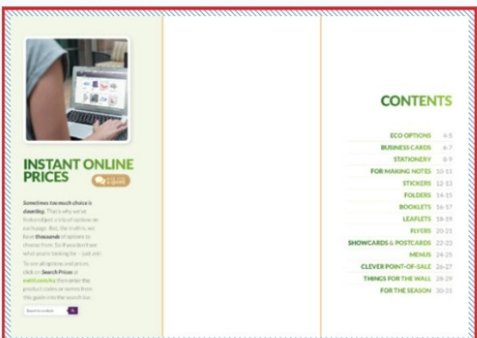
 Keep text and logos out the blue zone. We'll trim off the red zone.

☒ Selected DL Folded Leaflet - 3 Panel Roll Fold.pd... (p.1)



☒ Original size ☐ Add border ☐ Fit ☐ Fill ☐ Stretch ☐ Hide guideline

☒ Selected DL Folded Leaflet - 3 Panel Roll Fold.pd... (p.2)



☒ Original size ☐ Add border ☐ Fit ☐ Fill ☐ Stretch ☐ Hide guideline



Keep text and logos out of the blue zone. We'll trim off the red zone.

23 Click "Hide guideline"

Please check your proof

☒ Approve for print

Your files are ready for Tri Fold Brochure : 120gsm Uncoated 2500s

You've uploaded 2 pages
You've selected 2 pages

Understanding our guidelines



Keep text and logos out the blue zone.
We'll trim off the red zone.

☒ Selected

DL Folded Leaflet - 3 Panel Roll Fold.pd... (p. 1)



☒ Original size ☐ Add border ☐ Fit ☐ Fill ☐ Stretch [Hide guideline](#)

[Upload more files](#)

☒ Selected

DL Folded Leaflet - 3 Panel Roll Fold.pd... (p. 2)



☒ Original size ☐ Add border ☐ Fit ☐ Fill ☐ Stretch [Hide guideline](#)

☒ Approve for print



Clicking "Hide guideline" under each page to temporarily hides the red guides. This helps you see where the page edges are. You can click "Show guideline" to turn them back on. We recommend turning them on and off repeatedly until you are sure

24

Use the buttons under each page to resize your artwork or add a border

Please check your proof

[Approve for print](#)

Your files are ready for Tri Fold Brochure : 120gsm Uncoated 2500s

You've uploaded 2 pages
You've selected 2 pages

☒ Selected

DL Folded Leaflet - 3 Panel Roll Fold.pd... (p. 1)

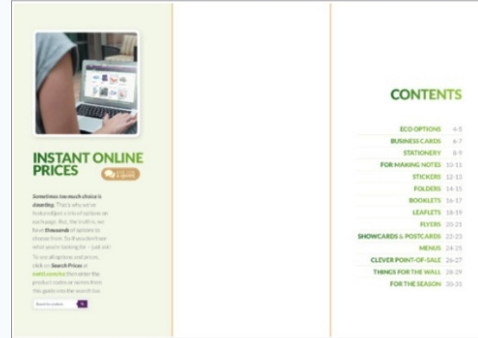


☒ Original size ☐ Add border ☒ Fit ☐ Fill ☐ Stretch ☐ Show guideline

[Upload more files](#)

☒ Selected

DL Folded Leaflet - 3 Panel Roll Fold.pd... (p. 2)



☒ Original size ☐ Add border ☐ Fit ☐ Fill ☐ Stretch ☐ Show guideline

[Approve for print](#)

This is your online proof. Please visually check your artwork is correct; ie Names, dates, prices, spelling, grammar, images etc. By clicking "Approve for print", you are accepting that any artwork errors found in your final print are your responsibility.

25 Click "Approve for print"

Please check your proof

Your files are ready for Tri Fold Brochure : 120gsm Uncoated 2500s

You've uploaded 2 pages
You've selected 2 pages

☒ Selected DL Folded Leaflet - 3 Panel Roll Fold.pd... (p. 1)



☐ Original size ☐ Add border ☐ Fit ☒ Fill ☐ Stretch

☒ Selected DL Folded Leaflet - 3 Panel Roll Fold.pd... (p. 2)



☐ Original size ☐ Add border ☐ Fit ☒ Fill ☐ Stretch

26 Click "Go to secure checkout"



Search your account

1 items in your basket



Visitor Point Leaflets - A4 Folded to DL

Tri Fold Brochure : 120gsm Uncoated 2500s

120gsm Uncoated
Full colour both sides
A4 (210 x 297mm)
Choose from folds:
Zig Zag fold 99 x 210mm
Roll Fold 99 x 210mm

See 'Downloads' for file template

Product code: VPA4120

Quantity
10000 for \$890.00

Options
DELIVERY (ND) for \$60.00

Options
✓ Folding: A4 Roll Fold >99x210mm

Title
Holiday Brochure

Your reference (optional)
my ref

Need a proof?

☐ Yes ☒ No ☐ If you spot issues

Basket summary

Visitor Point Leaflets - A4 x \$890.00
Folded to DL 10000
DELIVERY (ND) \$60.00

Total \$950.00
CST @ 15% \$142.50
Order total \$1,092.50

Use a gift voucher code?


Empty basket

27 Check your delivery address is correct. If it needs to change, click "Edit"

Title
Holiday Brochure

Your reference
my ref
or Purchase Order number

1 files uploaded



Front
2 pages


Deliver to my invoice address

Casey Test, Touchprint Test - Visitor Point, 21 Jamaica Drive, Grenada North, Wellington, New Zealand, 5028

Deliver by
Mon 08/09/2025 for \$890.00
If you approve artwork before 19:00 (1 day in production)


Delivery method
Visitor Point Delivery
1 days in transit

Map



Edit

Your order

 Visitor Point Leaflets - A4 F...
Tri Fold Brochure : 120gsm Unc... \$890.00

Delivery \$60.00

Total excluding VAT \$950.00

VAT @ 15% \$142.50


Total including VAT \$1,092.50

Pay now

Choose how to pay

28 Click "Add new address" to add a new location or, click "Manage address book" to update an existing address

1 files uploaded



Front
2 pages

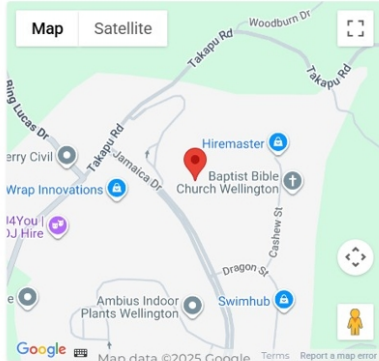
Deliver to my invoice address

Casey Test, Touchprint Test - Visitor Point, 21 Jamaica Drive, Grenada North, Wellington, New Zealand, 5028


Deliver by
Mon 08/09/2025 for \$890.00
If you approve artwork before 19:00 (1 day in production)


Delivery method
Visitor Point Delivery
1 days in transit


Map



Where should we deliver?

 Deliver to me
Casey Test, Touchprint Test - Visitor Point, 21 Jamaica Drive, Grenada North, Wellington, New Zealand, 5028

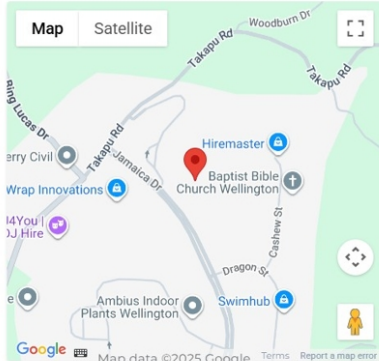
 Deliver to another address
Choose from your address book

 Add new address

Manage address book


Save delivery address

Map



Cancel

Your order

 Visitor Point Leaflets - A4 F...
Tri Fold Brochure : 120gsm Unc... \$890.00

Delivery \$60.00

Total excluding VAT \$950.00

VAT @ 15% \$142.50

Total including VAT \$1,092.50

Pay now

Choose how to pay

29 Click "Save delivery address"

The screenshot shows a modal window titled "Where should we deliver?" overlaid on a website. The modal has two main sections: "Deliver to me" and "Deliver to another address". The "Deliver to me" section shows a truck icon and the address: "Casey Test, Touchprint Test - Visitor Point, 21 Jamaica Drive, Grenada North, Wellington, New Zealand, 5028". The "Deliver to another address" section has a "Select address" dropdown menu with "Touchprint Auckland" selected. Below the dropdown, the address "Touchprint Auckland (000001) John Smith, 172 Dominion Road Auckland, 1024" is displayed. To the right of the address sections is a map showing the location of Touchprint Auckland. At the bottom of the modal, there is a red button labeled "Save delivery address" with a checkmark icon, and a "Cancel" button with an 'X' icon. The background website shows a "Your order" section with a list of items and their prices, and a "Pay now" button.

1 files uploaded

Front

2 pages

Deliver to my address

Casey Test, Touchprint Test - Visitor Point, 21 Jamaica Drive, Grenada North, Wellington, New Zealand, 5028

Deliver by

Mon 08/09/2025

if you approve artwork

Delivery method

Visitor Point Delivery

1 days in transit

Where should we deliver?

Deliver to me

Casey Test, Touchprint Test - Visitor Point, 21 Jamaica Drive, Grenada North, Wellington, New Zealand, 5028

Deliver to another address

Choose from your address book

Select address

Touchprint Auckland

Touchprint Auckland (000001)
John Smith, 172 Dominion Road
Auckland, 1024

Map

Satellite

Save delivery address ✓

Cancel X

Choose how to pay

Debit or credit card

Pay now

Order summary

Item	Price
A4 F...	\$890.00
h Unc...	\$60.00
	\$950.00
	\$142.50
Total	\$1,092.50



Touchprint & Visitor Point Delivery Agreement **Please ignore the "Deliver by" dates on the site - they are not accurate**

Orders will accumulate over a month, with production starting on the first day of the following month and dispatched by the end of the first week and delivered directly to Visitor Point for distribution. It's that easy!

30 Scroll down or click "Pay now" to complete your online payment

Holiday Brochure

my ref

or Purchase Order number

1 files uploaded

Front

2 pages

Deliver to an alternative address

John Smith, Touchprint Auckland, 172 Dominion Road, Auckland, 1024

Deliver by

Mon 08/09/2025 for \$890.00

If you approve artwork before 19:00 (1 day in production)

Delivery method

Visitor Point Delivery

1 days in transit

Your order

Visitor Point Leaflets - A4 F...
Tri Fold Brochure : 120gsm Unc...

\$890.00

Delivery

\$60.00

Total excluding VAT

\$950.00

VAT @ 15%

\$142.50

Total including VAT

\$1,092.50

Pay now

Choose how to pay

31 Enter your credit/debit card details and click "Pay \$XXXX securely" to place the order

Payment Method

Casey Test

Card

Google Pay

Secure, fast checkout with Link

Card number

1234 1234 1234 1234

Expiry date

MM / YY

Security code

CVC

Country

New Zealand

By providing your card information, you allow PrintStop Ltd to charge your card for future payments in accordance with their terms.

☒ Save card details for future

Pay \$1,092.50 securely

By clicking 'Pay \$1,092.50 securely' you agree to accept our Terms & Conditions

☐ I'd like to get monthly offers and advice by email

Back to basket

Your order

Visitor Point Leaflets - A4 F...
Tri Fold Brochure : 120gsm Unc...

\$890.00

Delivery

\$60.00

Total excluding VAT

\$950.00

VAT @ 15%

\$142.50

Total including VAT

\$1,092.50

Pay now



Your order has now been placed. You should see a 5 letter order reference on the next screen. An email confirmation will also be sent to you. Keep this for your records.

If you have any questions about this order, please email:
visitorpoint@touchprint.nz