

ALL CUSTOMERS • ACCOUNT DASHBOARD

After Checkout

ORDERS

Orders & Receipts

Your Account Dashboard

History, reorder, receipts, credit

WHO THIS IS FOR

Any signed-in customer, at any tier. An order placed without signing in has no account to attach itself to and will not appear here.

WHAT THIS COVERS

Finding an order, tracking it, reordering, saving a receipt, and reading your store credit balance.

WHY THIS SHEET EXISTS

Everything after checkout lives in one place — status, artwork, receipts and store credit. Knowing where it is turns a phone call into a click.

WHEN TO USE IT

After any order, before any reorder, and at month end when you need receipts for your books.

HOW TO DO IT

- 1 Open the **three-line menu button** (right of the cart icon) → **Order History**.
- 2 Select an order and it opens **in place** — items, tracker, shipping and totals. There is no separate detail page to hunt for.
- 3 Track it through eight stages: **Received, Pre-flight, Production, Inspection, Packaging, Shipped, Out for delivery, Delivered**.
- 4 Reorder with **Add to Cart**. It rebuilds the job and sends you to the cart — **check size and quantity before paying**, since pricing is applied fresh at today's rates.
- 5 **View Receipt** opens an itemised receipt in a new window and starts your print dialog. Choose **Save as PDF** to keep it — there is no separate download button.
- 6 Store credit: three-line menu → **Account** → the **Store Credit** card → **View balance** →.



SEARCH TAKES PO NUMBERS

The search box on Order History accepts an order number, your own PO number, or a product name.



CREDIT IS TENDER, NOT A DISCOUNT

It comes off after tax at checkout. Very small orders cannot use it — at least \$5 must stay on the card.



NEED A HAND

Call (520) 975-3674 or email Orders@FastPrintsUSA.com, Mon–Fri 4:00 AM – 9:00 PM MST.

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