



# MOI Information

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## Create a Template!

One of our customer's favorite features of MOI, you can create a template to help speed up your ordering process. Many customers have created several templates to save time. There isn't a limit on how many you can create.

To begin, please login in to MOI. Click create order and then order no template. Select the processes desired. For example-outdoor vinyl bulletin, then 7 oz, then standard kg finishing. All of these choices will be saved on the template ...

Then fill out your sizes, bleeds, and where the proof will be sent to. We recommend not entering a PO, or special instructions as these will be saved on every order for this template going forward.

Once you have entered all the basic information, click Create Template, name it as you wish, we recommend size and weight- example- 14x48 7oz

Going forward for your next order, if you login to MOI... click create order and then order from template your template will be there to save you additional time!