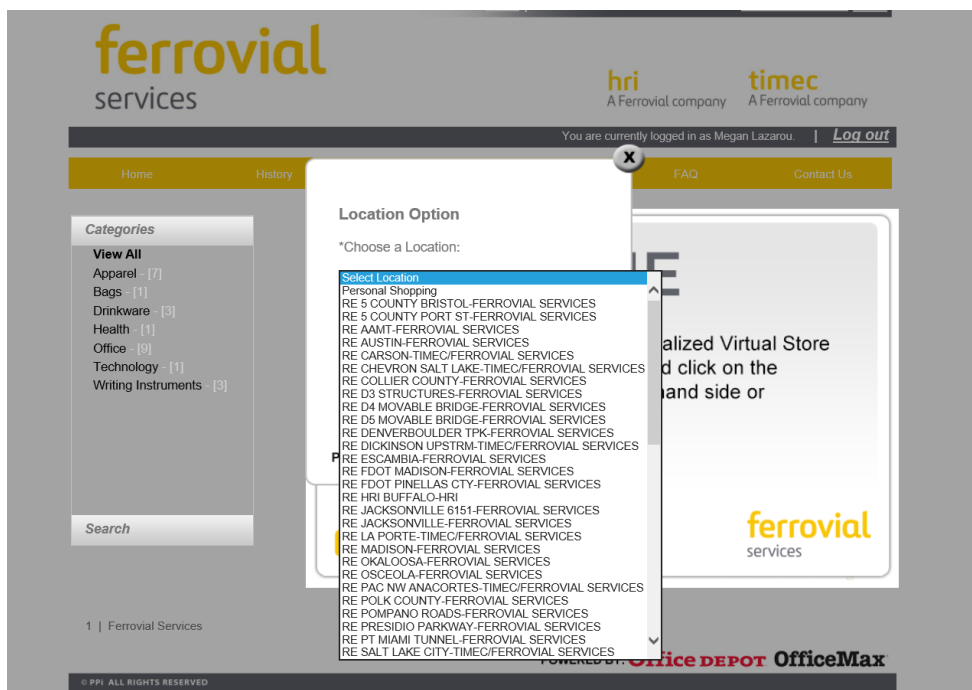


Quick Start Guide—Branded Merchandise

- 1 www.odpromo.com/ferrovial – Log on using provided credentials.

The screenshot shows the login page for ferrovial services. The header includes the ferrovial services logo on the left and the hri and timec logos on the right, both labeled as 'A Ferrovial company'. Below the logos is a dark banner with the text 'Welcome to your Virtual Store' and 'Ferrovial Services Promotional Products Website'. The main content area features two input fields: 'User Name' and 'Password'. Below these fields is a yellow button labeled 'ENTER STORE SHOP NOW'. At the bottom of the page are two yellow buttons: 'REGISTER' on the left and 'HELP' on the right.

- 2 Select your location or choose Personal Shopping. If shopping for personal purchase, a credit card is required.



3 Choose the category to search for an item. Once you find the item you would like, click on it.

7 Merchandise record(s) found for "Apparel"

Categories

- View All
- Apparel - [7]
- Bags - [1]
- Drinkware - [3]
- Health - [1]
- Office - [9]
- Technology - [1]
- Writing Instruments - [3]

Search

100 Coverage Embroidered Patch

from **\$4.52**

Big Accessories Brushed Heavy Weight Twill Cap

from **\$8.50**

Gildan Heavy Cotton 5.3 Oz. All Cotton T-Shirt

from **\$3.54**

Mens Button Down Long Sleeve Easy Care Shirt

from **\$16.85**

Port Authority Dry Zone UV Micro-Mesh Polo

from **\$19.25**

Port Authority Ladies Dry Zone UV Micro-Mesh Polo

from **\$19.25**

4 Follow the 3 steps to customize the product selected.

Step 1: Select a Product Color

Mens Button Down Long Sleeve Easy Care Shirt



[Product Review] [+]



The logo shown on the product above is a logo size and placement example only.

Product Description:

This comfortable wash-and-wear shirt is indispensable for the workday. Wrinkle resistance makes this shirt a cut above the competition so you and your staff can be, too. 4.5-ounce, 55/45 cotton/poly, Button-down collar. Dyed-to-match buttons. Left chest pocket, Box back pleat and Adjustable cuffs.

Approximate Delivery Date:
02/14/2019 - 02/19/2019

Event Date:
Event Date:

Step 2: Customize Your Product

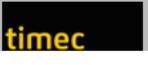
Logo Library

Logo to Apply



Logo Embellishment:
Embroidery

Available Logos



Step 3: Quote Details

Product Information

Color: Steel Gray
Size: S - XL
Min. Qty: 1
1 - 100 \$16.85
[Need More? Large Quantity Request](#)

Sizing:
Choose quantity per size:
Example: if min qty were "6" you could choose 3 Medium and 3 Large to fulfill qty requirement.

☐ 0	S	\$0.00
☐ 0	M	\$0.00
☐ 0	L	\$0.00
☐ 0	XL	\$0.00
☐ 0	2XL	\$0.00
☐ 0	3XL	\$0.00
Setup: \$0.00		
☐ 0 Total Quantity	Total: \$0.00	

Choose your product sizes.

Add to Cart

Some items have a minimum you must order to proceed.

If you have a target date, please enter it here.

5 Review your selection. You can continue shopping or checkout.

[Home](#) [History](#) [Reports](#) [Special Requests](#) [FAQ](#) [Contact Us](#)

[Home](#) > [Mens Button Down Long Sleeve Easy Care Shirt](#) > [Cart](#) > [Checkout](#) >

[Continue Shopping](#) [Empty Cart](#)

Category ▼

Product Name	Product Color	Size	Qty	Item Price	Sub-Total
 Mens Button Down Long Sleeve Easy Care Shirt	Steel Gray	M	1	\$16.85	\$16.85 REMOVE



Chosen Logo:
ferrovial
services

Event Date: N/A
Approx. Delivery: Feb 14 2019 - Mar 1 2019

Total: \$16.85

[Click here to add some comments](#)

[Continue to Checkout](#)

6 All fields in Step 1 are required. Verify Shipping Information in Step 2. Click **Continue to Checkout**.

[Home](#) [History](#) [Reports](#) [Special Requests](#) [FAQ](#) [Contact Us](#)

[Home](#) > [Cart](#) > [Checkout](#) >

STEP 1: Billing Information
Billing Location:
TI AUSTIN-FERROVIAL SERVICES
PO Number *required

Cost Center *required

CO Code *required

Confirmation Email Address*required

STEP 2: Shipping Information
[Load Default Location](#) | [Type New Location](#) | [Search All Location](#)
TI AUSTIN-FERROVIAL SERVICES
First Name *
Last Name *
Address 1 *
Address 2
City *, State *, Zip *

[Continue to Checkout](#)

7 Review all the information and check for accuracy. All branded merchandise is custom made and is not eligible for returns or exchanges. Click **Complete Order** to place the order into production.

Shipping Information & Estimated Billing					
Billing Information					
PO Number: 123456		Cost Center: 20007001 CO Code: 2005			
Shipping Location TI AUSTIN-FERROVIAL SERVICES Megan Lazarou 10814 JOLLYVILLE RD STE 160 AUSTIN, TX 787595697 USA					
Item	Color	Quantity	Event Date	Est Delivery	
Mens Button Down Long Sleeve Easy Care Shirt	Steel Gray	1	NA	Feb 14 2019 - Mar 1 2019	

Order Information					
Product	Color	Size	Quantity	Item Price	Sub-Total
[+] Mens Button Down Long Sleeve Easy Care Shirt	Steel Gray	M	1	\$16.85	\$16.85
Estimated Shipping Total:					\$13.25
Order Total:					\$30.10

The amount above does not include sales tax. This will be added at the time of invoicing, if applicable.
A copy of this order will be sent to your email once you click the Complete Order button below.

PRINT

All logoed merchandise received as ordered is not eligible for returns or exchanges

COMPLETE ORDER

History



hri

A Ferrovial company

timec

A Ferrovial company

Location: TI AUSTIN-FERROVIAL SERVICES | [Change Location](#)

You are currently logged in as Megan Lazarou. | [Log out](#)

[Home](#)

[History](#)

[Reports](#)

[Special Requests](#)

[FAQ](#)

[Contact Us](#)

Please Note:

The information to the right is not final. The information does not include freight, nor over/underruns, etc. If this is an exact re-order a set up charge will not be billed.

History

Below is a history of orders tracked by log in. Click Show Detail to see all order details. Under "Show Details" panel, "select" link will open that item on the Product Details page. "Exact Reorder" link will place the same items, quantities, custom text and logos in your cart.

Date	Order ID			
01/18/2019 06:48.56	43196	[+] Show Detail	Exact Reorder	Print
01/18/2019 05:32.03	43195	[+] Show Detail	Exact Reorder	Print
01/18/2019 03:17.19	43192	[+] Show Detail	Exact Reorder	Print
01/18/2019 03:14.47	43191	[+] Show Detail	Exact Reorder	Print
01/17/2019 06:59.25	43165	[+] Show Detail	Exact Reorder	Print
01/07/2019 05:31.51	42939	[+] Show Detail	Exact Reorder	Print
11/15/2018 01:17.11	42209	[+] Show Detail	Exact Reorder	Print
11/08/2018 11:31.50	42078	[+] Show Detail	Exact Reorder	Print
10/18/2018 07:18.59	41736	[+] Show Detail	Exact Reorder	Print

Entire Reorder

Item	Qty	
Cutter and Buck Epic Easy Care Tattersall Shirt-Ladies	1	Reorder
Port Authority Ladies Cardigan	1	Reorder
Cutter and Buck Epic Easy Care Tattersall Shirt-Ladies	1	Reorder
Womens Sabine Cardigan	1	Reorder
Nike Golf Dri-Fit Micro Pique Mens Polo - Embroidered	1	Reorder
Nike Golf Dri-Fit Micro Pique Mens Polo - Embroidered	1	Reorder
Red House Ladies 3/4 Sleeve Nailhead Non-Iron Button-Down Shirt	1	Reorder
Womens Sabine Cardigan	1	Reorder
Ladies CB DryTec Championship Polo	1	Reorder
Womens Sabine Cardigan	1	Reorder

Partial Reorder

Special Request

[Home](#)[History](#)[Reports](#)[Special Requests](#)[FAQ](#)[Contact Us](#)

If you would like to search through a database of available products, please click the Product Search link below. Otherwise, please describe the item you are looking for below and we will be happy to put together a list of products that will suit your needs.

1[Product Search](#)

click here to search products

SUBMIT SEARCH

Product Information

Keywords:

helmet

**2**

Lowest Price:

Highest Price:

Prices are to be entered as USD. "2.00"

Total Results: 1000

Show: [25](#) | [50](#) | [75](#) | [100](#) |Price: [High to Low](#) | [Low to High](#)

**Prices may vary from prices shown on this page.
**Click on the product image to view a larger version.

[1](#) | [2](#) | [3](#) | [4](#) | [5](#) | [6](#) | [7](#) | [8](#) | [9](#) | [10](#) | [11](#) | [12](#) | [13](#) | [14](#) | [15](#) | [16](#) | [17](#) | [18](#) | [19](#) | [20](#) |
[21](#) | [22](#) | [23](#) | [24](#) | [25](#) | [26](#) | [27](#) | [28](#) | [29](#) | [30](#) | [31](#) | [32](#) | [33](#) | [34](#) | [35](#) | [36](#) | [37](#) | [38](#) | [39](#) |



Hard Hat 4200 Slip Ratchet

15.79 - 18.09

[Request Product](#)****PRICES MAY VARY**

Scroll through the results and find the item you are interested in.

3**4**

Fill in all the fields. Click **Submit Request** and a customer service rep will contact you.

Desired Color:

White

Desired Quantity:

50

In Hands Date:

3/01/2019

ex. (mm/dd/yyyy)

Company Name:

Ferrovial Services

First Name:

Megan

Last Name:

Lazarou

Telephone:

832-331-6550

Email:

megan.lazarou@officedepot.com



Comments:

I am open to similar products. Must be Class E approved.

Submit Request**5**

FAQ



hri

A Ferrovial company

timec

A Ferrovial company

Location: RE FDOT PINELLAS CTY-FERROVIAL SERVICES | [Change Location](#)

You are currently logged in as Megan Lazarou. | [Log out](#)

[Home](#)

[History](#)

[Reports](#)

[Special Requests](#)

[FAQ](#)

[Contact Us](#)

Documentation

[User Guide \(coming soon\)](#)

* Because this is a large file, you may wish to store it on your hard drive. To do so, right-click the link (or on a Mac control-click) and choose the option to save it to your hard drive.

Need Adobe Reader to view pdf files? [Get it free here](#)

FAQ

Ordering Process

What is the Ordering Process?

- Navigate to <http://www.odpromo.com/ferrovial>
- Enter your user name (firstname.lastname) and password (xxxx).
- Click the ENTER HERE button.
- If you experience any difficulty logging in, please click the help link to contact ODPromo.
- The HOME screen will show your name and location in the upper right. This banner area is also where you will find a product search utility, log out link and link to your shopping cart.
- Below the banner on the left side you will find a list of product categories to assist you in locating the products you need quickly and easily.
- Select a category to view available products. If you do not see what you need please click the Special Request link on the left to contact ODPromo.
- Within a category, you may see a product offered multiple times. This reflects the availability of different imprinting methods for the same product.
- The individual item pages feature available colors, product descriptions, available logos for your specific location, imprint color/method choice(s), product pricing, size and quantity information.
- First select a color for your item. Then select the logo you want to use by clicking directly on your choice in the logo library. The imprint color drop down box will default to the best choice for the item. If more than one imprint color choice is available, you may choose another option from the drop down box.

Contact Us



hri

A Ferrovial company

timec

A Ferrovial company

Location: RE FDOT PINELLAS CTY-FERROVIAL SERVICES | [Change Location](#)

You are currently logged in as Megan Lazarou. | [Log out](#)

[Home](#)

[History](#)

[Reports](#)

[Special Requests](#)

[FAQ](#)

[Contact Us](#)

Customer Service

Email: csr@odpromo.com
Telephone: 386-271-3000 ext 3224
Hours: 8:00AM - 6:00PM EST

Expedited Service Requests

Megan Lazarou—832.331.6550

megan.lazarou@officedepot.com