

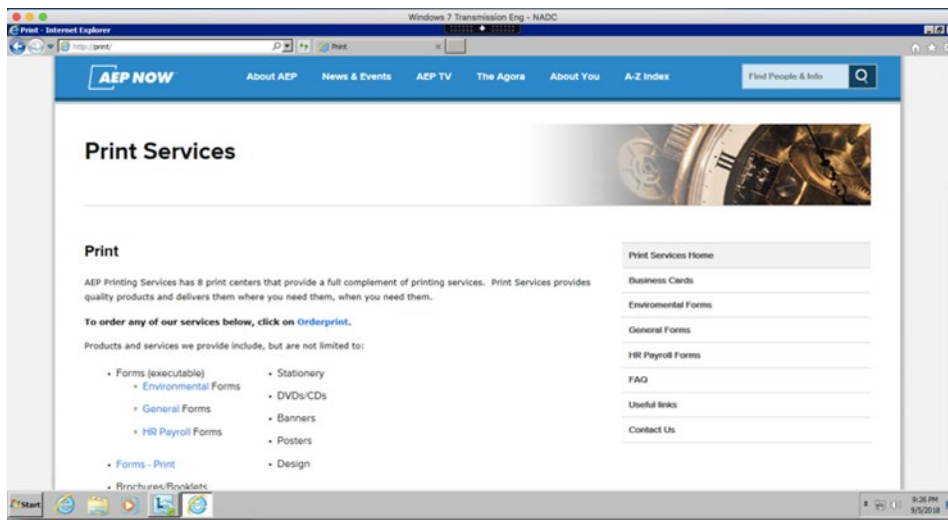
AEP's Print Shop

Date: 12 MAR 2025
Version #: 02

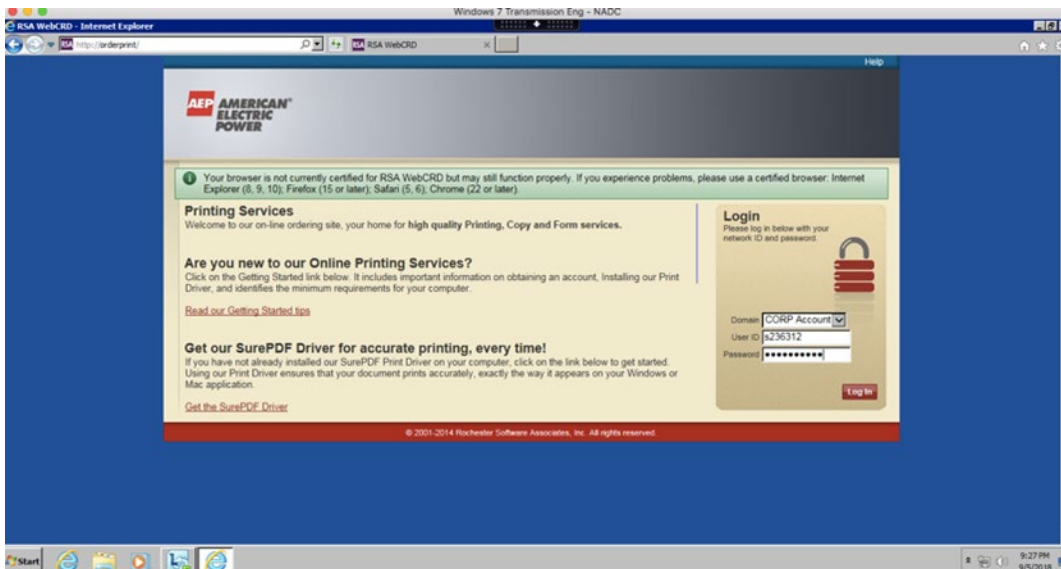
DOC #: SFS-08
Owner: Jordan Hollingsworth

AEP Printing Services has 8 print centers that provide a full complement of printing services. Print Services provides quality products and delivers them where you need them, when you need them. This job aid provides a guide to access the print shop.

Step 1. Login to Citrix. Open an Internet browser and type "Print" in the URL box.



Step 2. Login with your AEP User ID and Password.



Step 3. Search what you are looking for (i.e. "safety" or "minimum approach", etc.).



Step 4. Select Quantity and Add to Cart



Step 5. Review shopping cart.

MINIMUM APPROACH DISTANCE LABEL 2.75 X 3.75 (53511X) (EACH) (BIN 104)
53511X0717
1 Page
Quantity: 200
[Preview Document](#)

Enter special instructions for this item. Provide a sample of the document before processing my order.

Shipping Information [Add Address](#)

I would like my order shipped by: **Friday, September 14, 2018** Note: Only dates when the print center is open may be selected.

Jordan C. Hollingsworth
Safety Management Group
Trane Construction Mgmt Admn
8336 Keystone Crossing
Suite 105
Indianapolis, Indiana 46240
United States

Select a Shipping Method:
 Delivery Call your regional Printing Services location for details.

Delivery Estimate:
Friday, September 14, 2018

Enter shipping instructions for this recipient

Ordered Items	Quantity
1 53511X0717 MINIMUM APPROACH DISTANCE LABEL 2.75 X 3.75 (53511X) (EACH) (BIN 104)	200

Billing Information

Jordan C. Hollingsworth
WCESS
AEP Service Corporation
Trane Construction Mgmt Admn
Various
Various, Indiana 0
United States

Select Billing Codes for Payment

GLBU 103
BBU 12916
Department 12900

Enter billing instructions for this order

[Start a New Cart](#) [Continue Shopping](#) [Place Order](#)

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Step 6. Place Order.

AEP AMERICAN ELECTRIC POWER

Orders Manage Files Contacts Reports CART [0]

Order Submitted
Your order 63393 has been submitted for processing.
Please print this receipt for your records.

[Print Receipt](#)

Order Information

Order Name	Order 63393 09/05/2018	Order Number	63393
Submitted On	09/05/2018 9:49 PM	Requested ship date	09/14/2018
Customer name	Jordan Hollingsworth [s236312]		

Ordered Items

Ship to	Jordan C. Hollingsworth		Workgroup / Folder
Qty	Item / Form #		Label
200	MINIMUM APPROACH DISTANCE LABEL 2.75 X 3.75 (53511X) (EACH) (BIN 104) 53511X0717		BKR

Billing Information

Bill to: Jordan C. Hollingsworth

GLBU 103
BBU 12916
Department 12900

Shipping Information

First name	Jordan	Email	jordanhollingsworth@safetymanagementgroup.com
Middle name	C	Work #	
Last name	Hollingsworth	Mobile #	317.527.3888