

*Hello Light Centre Therapists,  
Practitioners and Trainers!*

## Welcome to the Print Ordering System for the Light Centre Belgravia, Moorgate and Monument.

The online system allows you to personalise branded  
leaflets, business card and appointment card templates.



You will have received your login details and a  
link to access the system in a separate email. If  
you haven't received this, please check your  
'spam' or 'junk' folder and advise us.

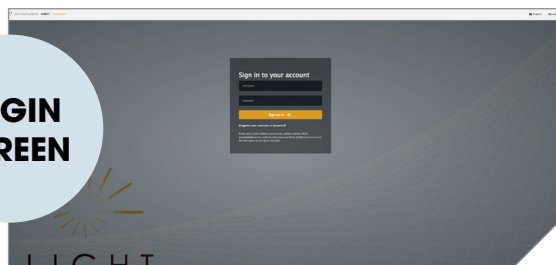


### Access:

You can access the online system using the  
following web address:

**[https://new-brands.printing.com/uk/  
lightcentre/account/login](https://new-brands.printing.com/uk/lightcentre/account/login)**

### LOGIN SCREEN



(Please use Firefox or Chrome browsers where  
possible, templates are now editable on most  
tablet devices, iPad (that support an HTML5  
browser)).



### Leaflets:

Leaflet templates can be found in templates >  
multi-centre templates.

You can choose a paper and order from 50 to  
1000's of leaflets.

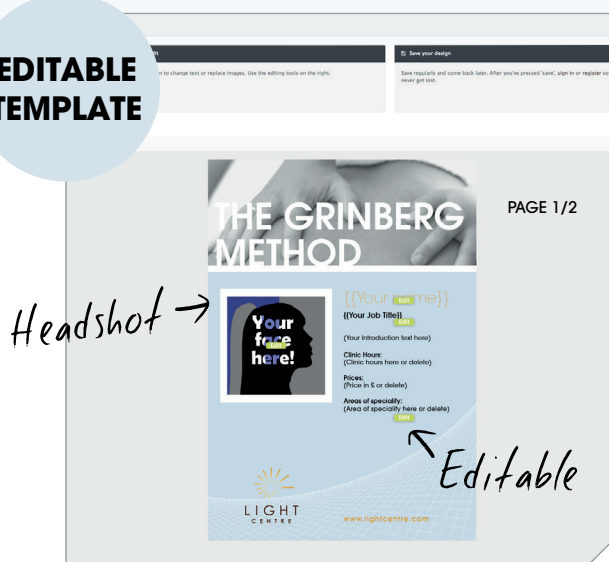
Over 250 are more cost effective, please  
choose the right quantity for your requirements.

Templates can be personalised as required  
using the editable boxes on the templates.  
Certain parts are FIXED to preserve the Light  
Centre brand and standardisation of layout  
across the centres.



**You will also need to upload a high-resolution  
50x50mm headshot picture. For best results  
please ensure this is CMYK colour profile.**

### EDITABLE TEMPLATE



When entering copy text into your template  
it is best to type direct into the box, if you  
copy and paste DO NOT DO from a standard  
Word doc as they are full of hidden formatting  
characters and it will mess with your layout.  
To copy and paste only use plain text editor  
or a .txt file saved in Word for a trouble free  
editing experience.



**The online system will guide you through the  
editing and ordering process, however please  
remember to save the file as you go.**



### Delivery:

Please select the most appropriate delivery  
choice for your order. (We recommend using  
the Light Centre as your delivery address for  
the courier to obtain a signature (UPS ONLY  
to be used for B2B deliveries NOT DOMESTIC  
ADDRESSES, else use TNT)).



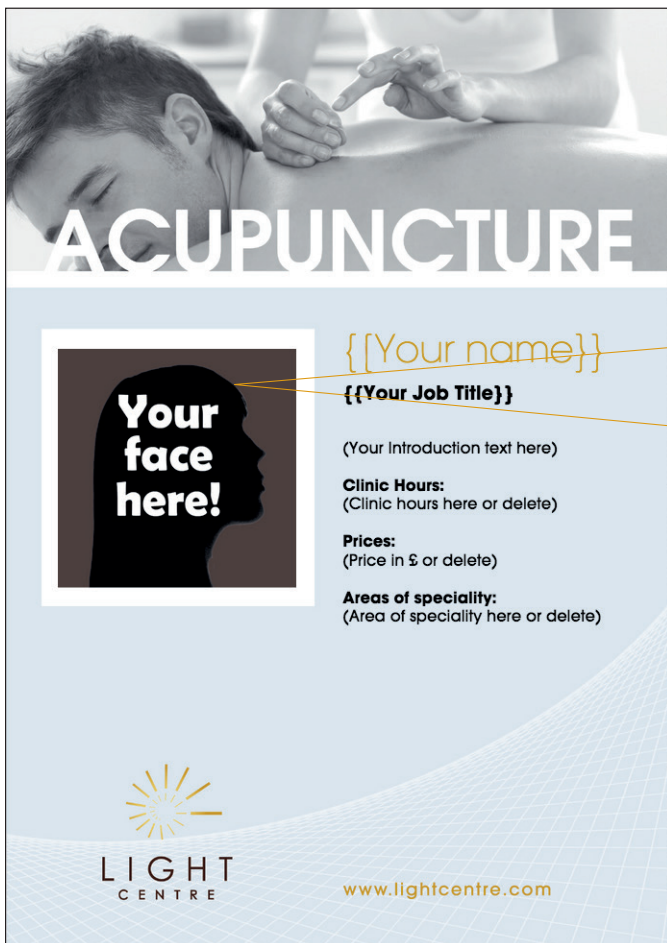
### Approval:

Your orders will **NOT** go straight to print, they  
will be checked and accepted by your Light  
Centre Manager for final approval, please  
bare this in mind when taking turnaround into  
consideration. If your order is urgent please  
liaise with Gary Fannin to expedite your sign off:  
[gary@lightcentre.com](mailto:gary@lightcentre.com)



**If you have any questions, please contact your  
client service team – Laura and Georgia at:  
[studio@felix.uk.com](mailto:studio@felix.uk.com) or T: 01634 724080**

## Headshot Upload for your Light Centre Leaflet



## Headshot Examples:



### Uploading your headshot.

#### Headshot requirements:



A headshot is an image where the focus is on your face. The picture you upload will be cropped square to fill the image space on your leaflet.



You should upload a high-resolution image in a CMYK profile. RGB colour profile images will be converted by the software and may have unexpected results. If required we can offer a Photoshop colour conversion and correction at £15 per image.



Small camera phone images or a face cropped from part of a larger photograph, may not reproduce well. Please ensure you upload a good quality image.

Please see example headshots below left, your headshot should focus on your face, be of good contrast and shot against a neutral background.



If you require any assistance with your headshot or would like your headshot to be professionally photographed. Please call the studio on 01634 724080 for more information or a quote.



If you have any questions, please contact your client service team – Laura and Georgia at: [studio@felix.uk.com](mailto:studio@felix.uk.com) or T: 01634 724080