

March 2025

Cooper-Atkins Sales Activation Program  
11" x 17" tabletop banners

### Cooper-Atkins tabletop banner printing instructions

1. Download the tabletop creative PDF from <https://www.copeland.com/en-us/brands/cooper-atkins/sales-program>
2. Go to: <https://www.office.fedex.com/default/table-top-banners.html>
3. Enter the number of banners you would like to order in the "QUANTITY" field
4. Click "UPLOAD A FILE"
5. Click "BROWSE"
6. Click "ADD TO CART"
7. Select your preferred delivery method (In-store pickup or Shipping)
8. Click "PROCEED TO CHECKOUT"
9. Select "CONTINUE AS GUEST"
10. Depending on what you selected for your preferred delivery method, different options will appear on the next screen:
  - a. If you selected "In-store pickup", the next screen will ask you to:
    - i. Enter your zip code
    - ii. Select a pickup location
    - iii. Change the pickup time if the estimated pickup time does not work for you
    - iv. Add contact information for the pickup
  - b. If you selected "Shipping", the next screen will ask you to:
    - i. Enter your contact information and mailing address
    - ii. Click "SEE SHIPPING RESULTS"
    - iii. Verify your address
    - iv. Select a contact person
11. Click "CONTINUE TO PAYMENT"
12. Click "Credit card"
13. Enter your payment information and then click "REVIEW ORDER"
14. Review the details of your order and then click the box next to "I have reviewed my order and accept the Terms & Conditions" so there is a checkmark inside of the box.
15. Click "SUBMIT ORDER"

### Questions?

Please reach out to [foodservice.coldchain@Copeland.com](mailto:foodservice.coldchain@Copeland.com). Please note that if you choose to order tabletop banners from FedEx or a local printer, you are doing so at your own expense.