

SAVED QUOTES TAB

- You can filter saved quotes by designer or view them all at once.
- You can open saved quotes and modify them by adding or deleting items. If you need to change or customize an item that is already on the quote though, you must delete the current item on the quote and add a new item with the desired customizations.
- Be sure to save any changes you make.
- You can also turn quotes into orders here. (You will receive a copy of the sales order by email.)

ACCOUNT TAB

- **Change your primary notification email.**
A copy of each sales order is always sent to the primary notification email. You can change the primary notification email on the *Account* page.

Note: In addition to the primary notification email, designers can add a primary contact (to be associated with individual orders); this can be done at the time of checkout. Sales order confirmations will be sent to both the primary notification email and the primary contact for that order. If a primary contact is specified, Customer Service will send any notifications or questions about that order to that email.

- **Change your Password.**
This is probably the first thing you will want to do when visiting the site. You can also reset your password on the login page, if you have forgotten it.
- **Manage your designers.**
You can add as many designers as you would like to the account. Adding designers to the account is beneficial for organizing and finding quotes in the *Saved Quotes* Tab.

HELP TAB

- Find additional information and tips in the Help section. It would be worthwhile to read through this page and/or refer to it if you have any questions.

PROCESSING DETAILS

- Once an order has been submitted and payment has been received, we will begin processing the order.
- Find an estimated shipping date on the quote screen or checkout screen of the Online Order Site. When an order ships from our warehouse, a tracking number will be emailed to you notifying you that your order has shipped. (See the *Shipping* section of this binder for additional Shipping information.)
- We accept Visa, MasterCard, American Express, and Discover cards on cash in advance orders, as well as check-by-email, check-by-fax, or money orders. Customers with credit terms may not pay by credit card.