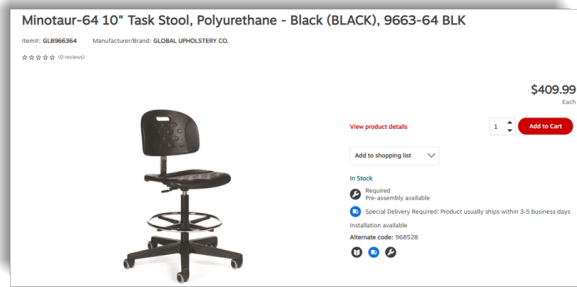




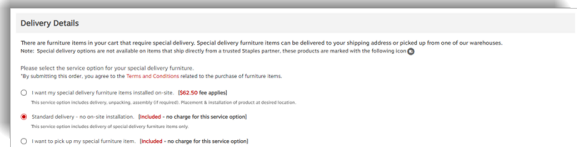


Identifying Special Delivery Products

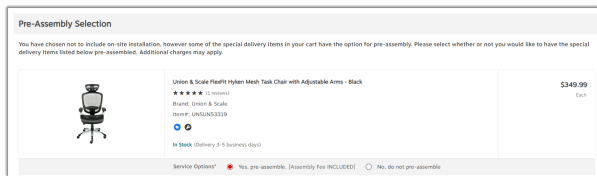


- In the product list, special delivery items are identified by the blue truck icon .
- Products that require assembly have the wrench icon .

Special Delivery Options



- You will select your Special Delivery options in the **Delivery Details** screen of the Checkout process.
 - You can choose to have your order **delivered** or you could **pick it up** at our warehouse.
 - If you select **Delivery**, you can choose to have these items installed. This means unwrapping, assembling and positioning the items.



- If you select **Delivery without Installation** or **Pick-up**, you can still take advantage of our pre-assembly service on eligible products.



After making your delivery and pre-assembly choices, if delivery or installation fees apply, they will now appear in your cart if you click the **Return to Cart** link in the **Order Total** pane.

Special Delivery Contact

Special Delivery Contact

Contact Name*

Jasmine Miller

Phone Number*

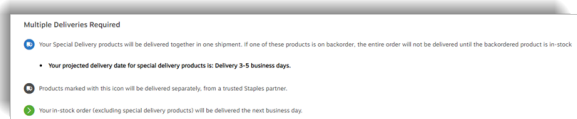
555 - 449 - 1234

Extension

220850

- In the **Delivery Address** section, you must add contact information for the special delivery.
 - Enter the contact's **Name**.
 - Enter the contact's **Telephone number** and **Extension**.
- You can check the I am the contact... box to automatically write your own name and phone number.

Special Delivery Messages



- The **Multiple Deliveries Required** section is displayed when the order contains at least one Special Delivery item along with a regular item that doesn't require special delivery or a Drop Shipment item. This section gives details about how the order will be delivered.
- Special Delivery messages are identified by the blue truck icon.



Special Delivery Messages

Delivery Dates

• Your Special Delivery products will be delivered together in one shipment. If one of these products is on backorder, the entire order will not be delivered until the backordered product is in stock.

• Your projected delivery date for special delivery products once they are in-stock is: 3-5 business days.

- The **Delivery Date** section is displayed when the order contains only Special Delivery items to be **delivered** or **delivered and installed**. It contains a message about the delivery process.

Special Delivery Questions

Special Delivery Questions

Is this a residential delivery? ⓘ What is the delivery access method? ⓘ

No ▾ Street Level ▾

Is an elevator required? ⓘ

No ▾

Is a stair carry required? ⓘ

No ▾

Are there restrictions on delivery date/time? ⓘ

No ▾

Special precautions ⓘ 200/200

200 character max

- The **Special Delivery Questions** section appears if you have Special Delivery items to be delivered or delivered and installed.



Since these items tend to be bulky and heavy, the questions are mostly about how to access the final delivery destination.