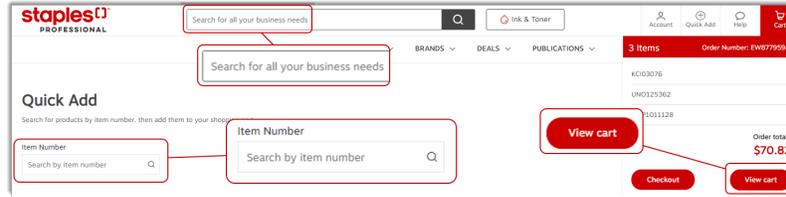
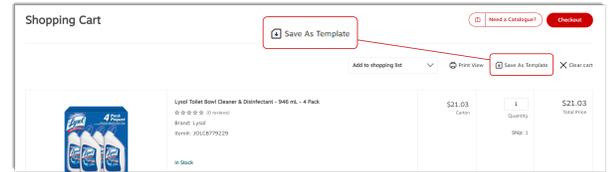


Create a Template

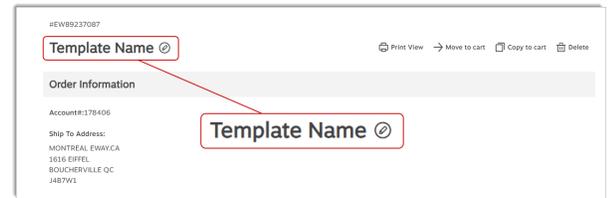
- Add any products that are frequently ordered to your cart, by using the search tools or the quick add.
- When all of your frequently ordered items have been added to your cart, click on **Cart Summary** in the upper right corner of the screen and then on **View Cart**.



- Click on the **Save As Template** link.

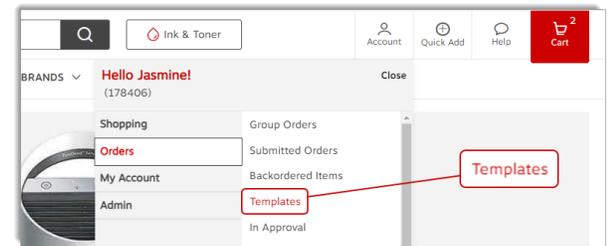


- Click on the pen icon and rename the template.

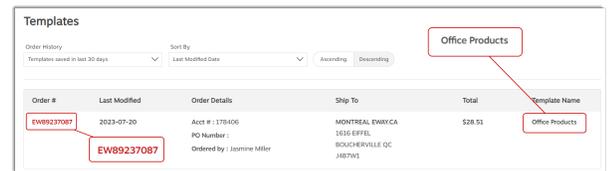


View your Templates

- From the **Account** menu, hover the **Orders** tab and select the **Templates** option.

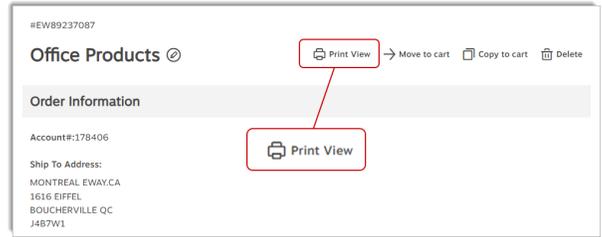


- Click on the red **order number** to open the corresponding template.

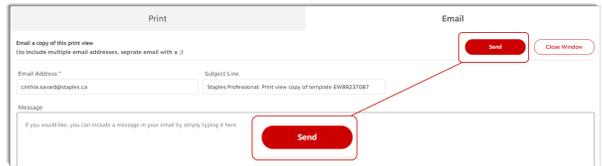
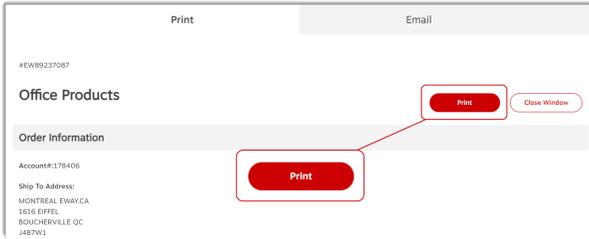


Print or Send Template by email

- Click on **Print View** to print or email a copy of your template.

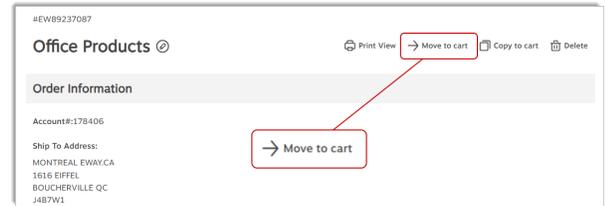


- Select the **Print** tab and click the **Print** button.
- Select the **Email** tab.
 - The **Email Address** field may already display your email. Edit the address as needed.
 - In the **Subject Line** field, the template's order number is already displayed. You can modify the subject if necessary.
 - You can enter a personalized message in the box provided.
- Click the **Send** button.



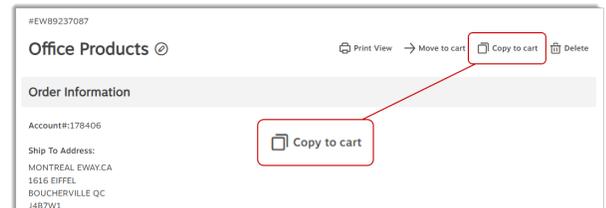
Replace You Cart's Content By a Template

- When viewing a template, click on the **Move to cart** link.
-  The template's Ship-To account will overwrite the cart's current Ship-To account.
-  The template will automatically be deleted.
-  The products in the current cart will be replaced by the templates.



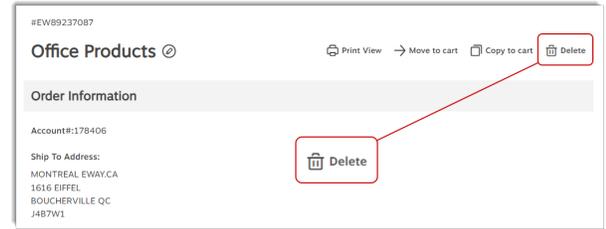
Add Products From a Template to Your Cart

- When viewing a template, click on the **Copy to cart** link.
-  If your cart already contains items, the template's products will be added to the others.



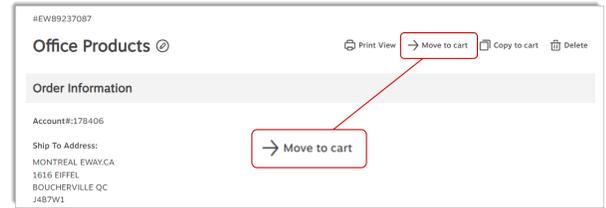
Delete a Template

- When viewing a template, click on the **Delete** link.



Modify a Template

- When viewing a template, click on the **Move to cart** link.



- Make the required changes.
- Click on the **Save As Template** link.

