



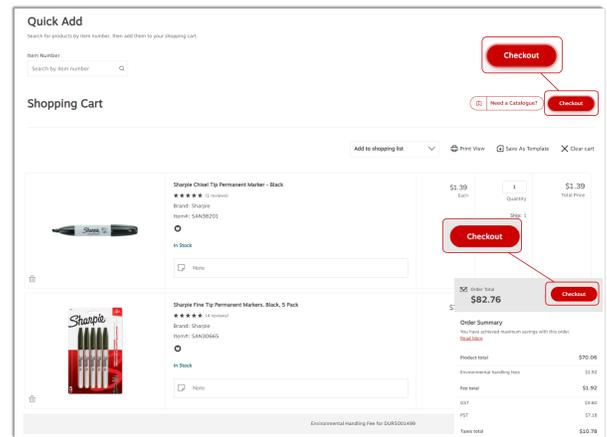
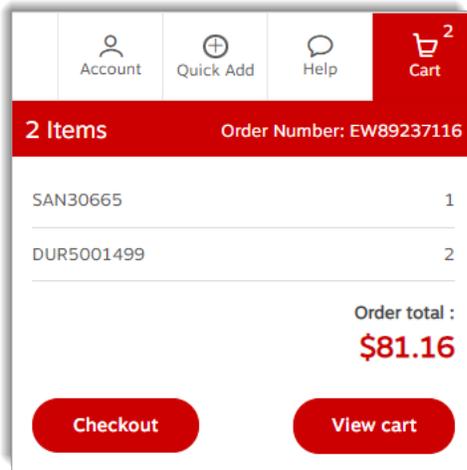
This guide describes how you can select next day delivery or set a future delivery date for your order during checkout on eway.



Note that this feature may not be enabled for your account.

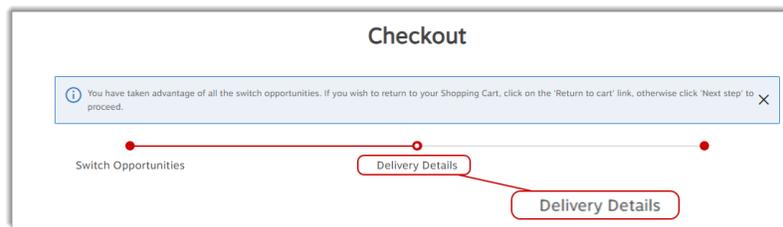
Checkout

- Begin the checkout process by clicking **Checkout** in the **Cart Summary** or in the **Shopping Cart** page.
- Or click on **Checkout** in the Shopping Cart page.



Delivery Details

The section to select the **Delivery Options** is located at the bottom of the **Delivery Details** step.

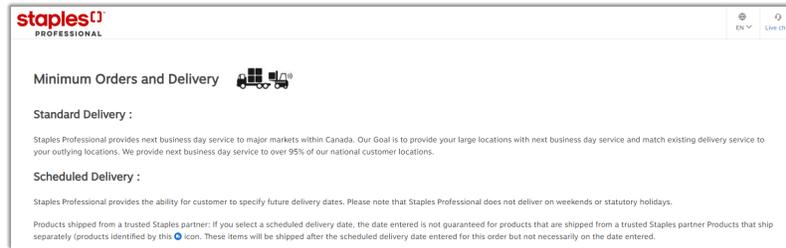




Delivery Details

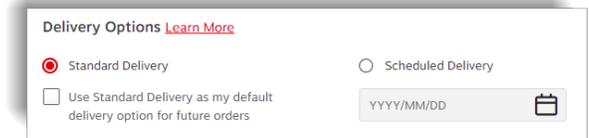
Delivery Options

Click on the [Learn More](#) link to know in detail our policy for regular and scheduled delivery.



Standard Delivery

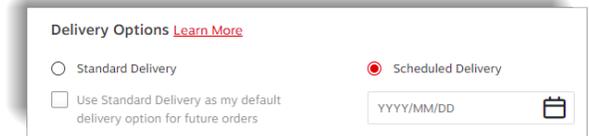
- Staples Professional will provide next business day delivery.
- Check the **Standard Delivery** button.
 - Please note that we do not deliver on weekends or statutory holidays.



- Check the box below the **Standard Delivery** option to make regular delivery your default option for future orders.
 - Click on **Next Step**.

Scheduled Delivery

- Staples Professional provides the ability for customer to specify future delivery dates up to 6 months.
- Check the **Scheduled Delivery** button.
 - Specify a **delivery date**.
 - Simply click in the calendar field, which will allow you to select a date between 2 days - 6 months from the current date.
 - Weekends will be grayed out.
 - If you select a holiday, we will simply deliver the next business day.
- After selecting the scheduled delivery date, you may proceed to the **Next step** in the checkout process.



Also note that the **Scheduled Delivery** option for products that ship separately, such as products shipped from a Staples trusted partner (Market Place) will be shipped after the scheduled date you entered, but may be delivery at a later date.



Other Specifications

- After submitting your order, you will not be able to modify the delivery date. If you wish to do so, simply call our Customer Support and provide them with your unique eway order number (#EWXXXXXXXX).
- For customers that have approval routing in place, the scheduled delivery information will only be available in view mode for Approvers, they will not be able to modify the **Scheduled Date** for an order awaiting approval on eway.
- Your submitted order history on eway will display the scheduled date.

