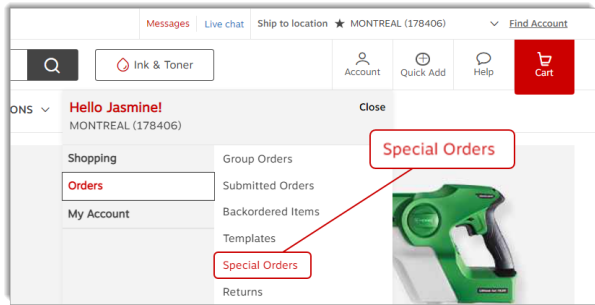


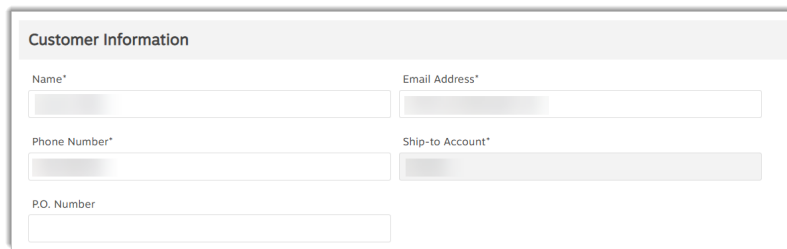
Reach the Special Orders Form



- In the event that you would like to order a product that isn't found in Eway's online products assortment, here's how you can reach the Special Orders form.
 - From the **Account** menu, hover the Orders tab and select option Special Orders.

Fill Out the Form

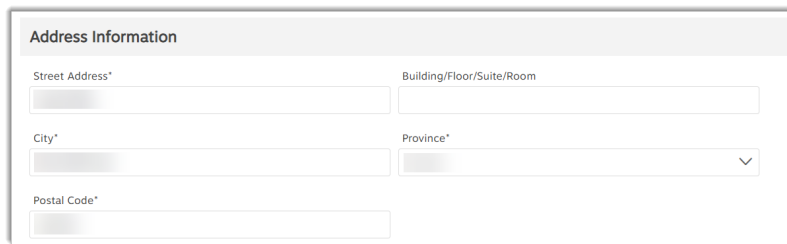
- In the Customer Information section, your Eway buyer information automatically displays.
- Enter your purchase order number if applicable.
- Modify your email address or your phone number if required.



The Customer Information form contains the following fields:

- Name*
- Email Address*
- Phone Number*
- Ship-to Account*
- P.O. Number

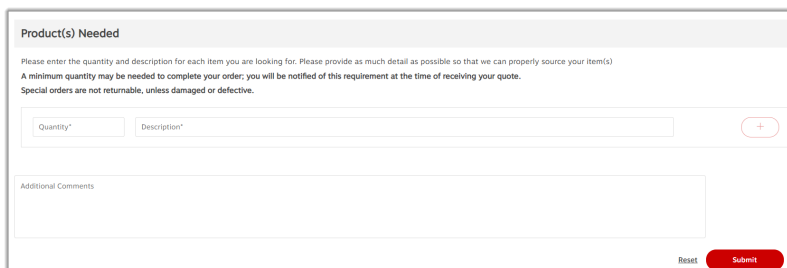
- The address information matches the account you selected when you logged in. Modify the information if required.



The Address Information form contains the following fields:

- Street Address*
- Building/Floor/Suite/Room
- City*
- Province*
- Postal Code*

- Enter the quantity you wish to order.
- Enter the product's description. Provide as much detail as possible.
- If you have other items to order, click the + after your first entry is completed.
- If you wish to add a message, enter it in the **Additional comments** section.
- Click the **Submit** button.



The Product(s) Needed form contains the following fields:

- Quantity*
- Description*
- Additional Comments
- Submit button