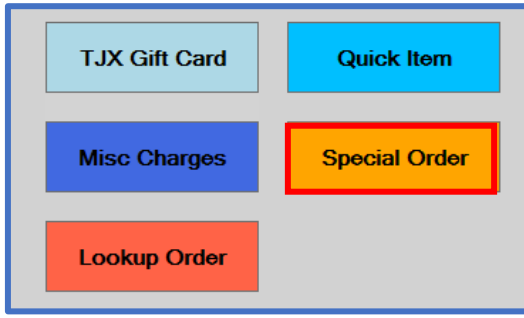
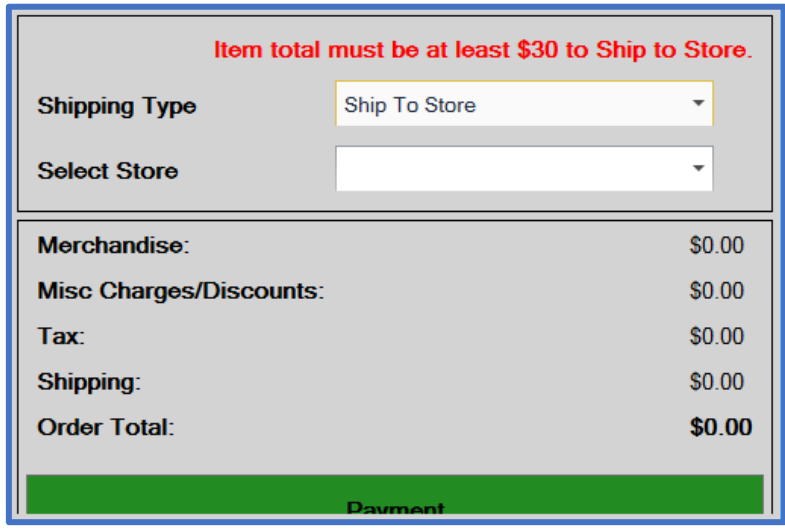
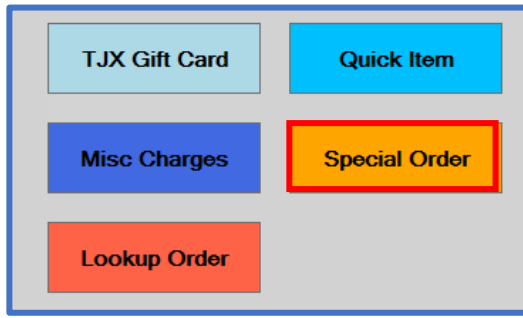


If a customer would like an item or size that we do not have in store, we can order that item at the register and ship directly to our store or their home.

Placing a Special Order

STEP	ACTION	EXAMPLE
1.	<p>Ship to Store This screen may be used if a customer would like to place a ship to store order from within the store.</p> <ol style="list-style-type: none"> Click the “Special Order” button on the top right of the Sales Order Entry POS screen. Select the store where the customer would like the item delivered. Search for item and add it to the order. Proceed with payment as normal. <p>NOTE Item total must be at least \$30 to be able to utilize ship to store.</p>	 
2.	<p>Ship to Home This screen may be used if a customer would like to place a ship to home order from within the store.</p> <ol style="list-style-type: none"> Click the “Special Order” button on the top right of the Sales Order Entry POS screen. Select the 	

customer's party.
Please ensure that
the address is
correct.

- c. Select the
customer's
preferred shipping
method.
- d. Search for item
and add it to the
order.
- e. Proceed with
payment as
normal.

Shipping Type	Ship To Home
Ship To Party	+
Shipping Method	
Merchandise:	\$0.00
Misc Charges/Discounts:	\$0.00
Tax:	\$0.00
Shipping:	\$0.00
Order Total:	\$0.00