

How to place an Order

A step by step guide to ordering event exhibits

Keller CENTER FOR
CORPORATE LEARNING

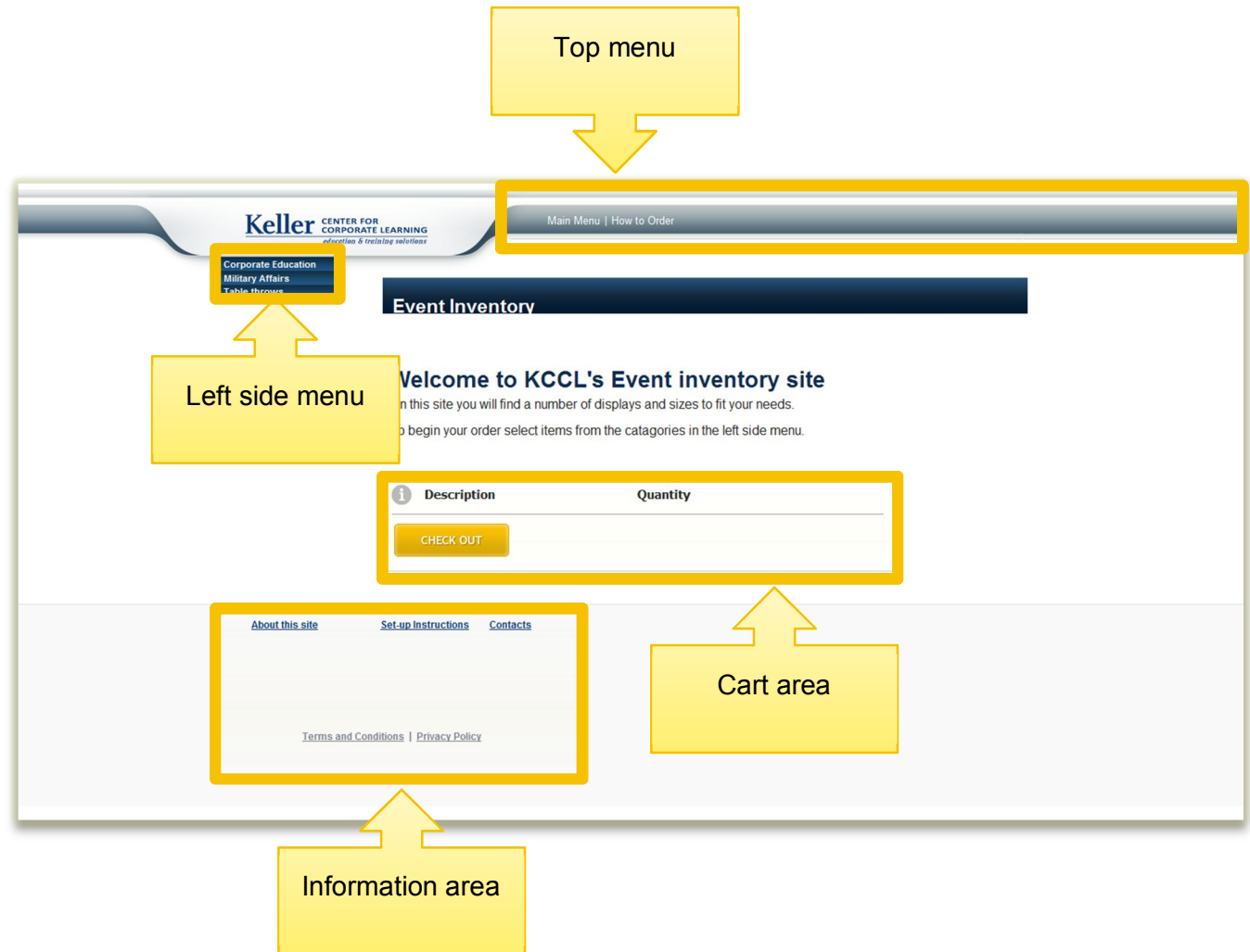
of DeVry University

Screen Layout

Top menu

The top menu contains two links. The [Main Menu](#) link navigates to the home page. (If you have an item in your cart an alert message will warn you of unsaved information. You may cancel the page exit request to continue your order)

The [How to Order](#) link will provide information on how to use this website. If you are using a browser that supports the pdf file format you can view the instruction online, or a link will be provided to download instructions. Additionally there is a short video tutorial that will guide you through the order process



Preview pane and Cart

Left side menu

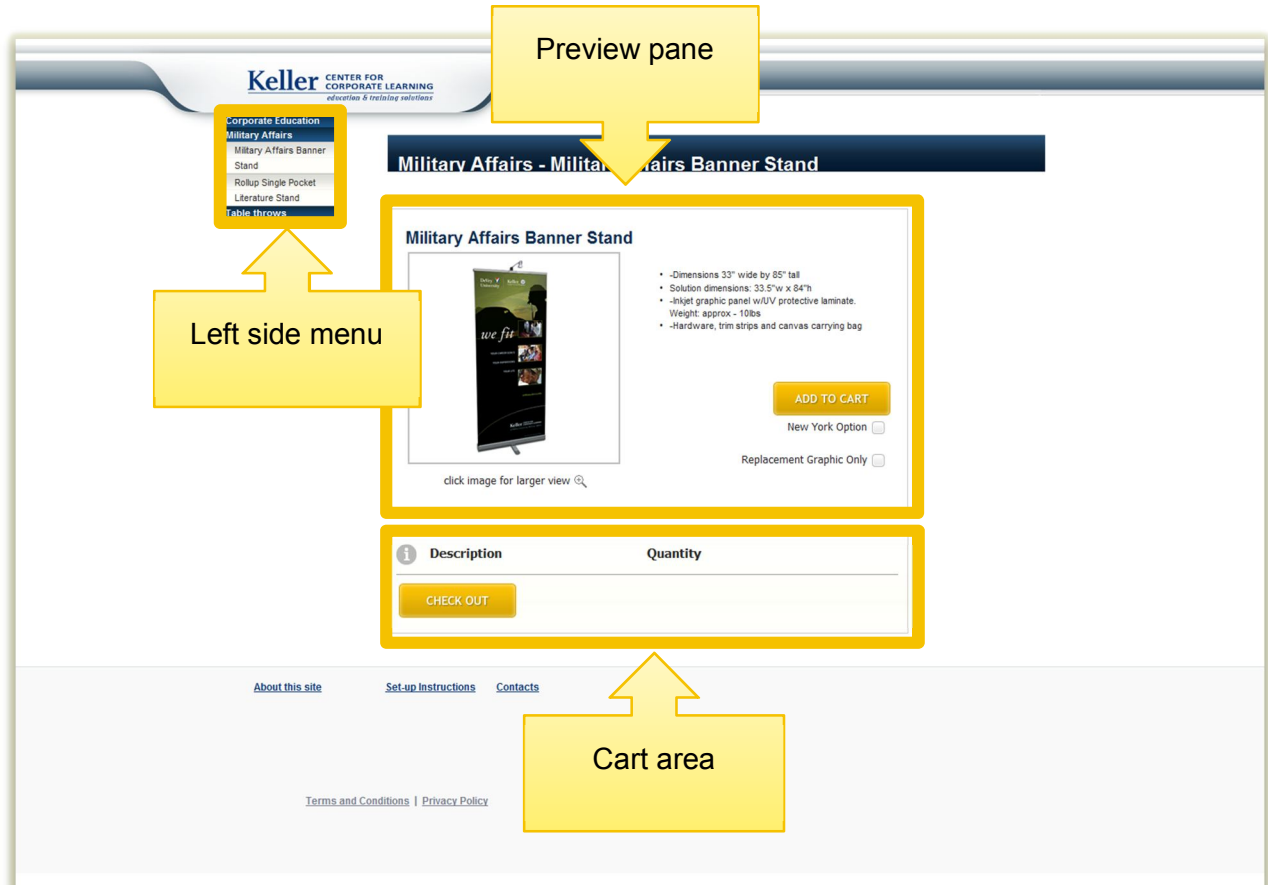
From the left side menu you will be able to select items from the categories. Right click a category to expand the available options.

Click an item and the item information will appear in the preview pane.

To add an item to your cart, click the **ADD TO CART** button. To change the quantity you can either enter the desired quantity into the quantity field or **ADD TO CART** button to increase the quantity value by one.

To remove an item click the **remove** button

When finished adding items to cart click the **CHECK OUT** button inside the cart area



Billing and Shipping form

Fill out all fields in the form and click the **SUBMIT ORDER** button located at the bottom of the form. (Depending on your browser settings you may need to scroll this form)

Fields with formatting errors will be highlighted in red with additional information on the correct format. Fix all errors using correct formats and re-submit the form by clicking the **SUBMIT ORDER** button

The screenshot displays the 'order form' interface for the Keller Center for Corporate Learning. The 'Billing and Shipping Information' section contains fields for Name (First/Last), Email, Phone (Area/Exchange/Number), and Shipping Information (Ship to Name, Ship to Address, City, State/Province/Region, Postal/Zip Code, Country). A red error message box at the top states: 'There is an error in one of the fields. It has been highlighted. Correct the error and click the submit order button. We need your email address to contact you'. A yellow callout box labeled 'Format error alert message' points to this message. Another yellow callout box labeled 'Format error' points to the Email field, which has a red error message below it: 'We need your email address to contact you'. The 'SUBMIT ORDER' button is visible at the bottom of the form.

Completed Order

When you complete your order a thank you acknowledgement will display with links to preview the order in the pdf format or print the screen for your records.(In order to preview the pdf file you will need to have a pdf reader installed on your device)

A representative with ion will confirm your order via email or by phone

Keller CENTER FOR CORPORATE LEARNING
e-learning & training solutions

Main Menu | How to Order

Corporate Education
Military Affairs
Military Affairs Banner
Stand
Rollup Single Pocket
Literature Stand
Table throws

Thank you!
Your order has been submitted successfully.
An ion exhibits representative will be in contact with you within 24 hours to confirm your order.
To place another order click 'Main Menu' in the top menu bar.

[download pdf](#) [print](#)

Billing Information
First Name: John
Last Name: Smith
Email: js@devry.edu
Department Number:
Account Number:
Phone Number: (555) 555-1212

Shipping Information
Ship to First Name: John
Ship to Last Name: Smith
Address 1: 123 DeVry Lane
Address 2:
City: Springfield
State: IL
Zip: 55555
Country: United States

Order Information
Item 1

[About this site](#) [Set-up Instructions](#) [Contacts](#)

[Terms and Conditions](#) | [Privacy Policy](#)

ion exhibits
700 District Drive
Itasca, IL 60143
ph 630.285.9500
fax 630.285.9501

ORDER
Date: 2011/12/27

Order Number: K00001

Billing Information
First Name: John
Last Name: Smith
Email: js@devry.edu
Department Number:
Phone Number: (555) 555-1212

Shipping Information
Ship to First Name: John
Ship to Last Name: Smith
Address 1: 123 DeVry Lane
Address 2:
City: Springfield
City: Springfield
State: IL
Country: United States

Order Information
Item 1

Terms and Conditions
* Freight and sales tax when applicable will be invoiced separately.
* Standard lead time for production is 10 business days.
* Payment instructions: Please contact your account manager.
Remaining balance is required prior to release of the shipment.
100% payment in advance for rentals & services.
100% payment in advance for rentals & services.
7.2% sales tax when applicable.
Shipping & handling are additional - FOB Manufacturer.
All the applicable sales tax jurisdiction may incur additional charges.
Changes to design may affect cost.
The artwork is valid for 30 days.
Order Cancellations must be received within 48 hours from the day the order was placed. To cancel an order please call Kim Gillette @ 630-227-4561 or Mary Levi @ 630-227-4564. No orders will be cancelled after 48 hours, unless arrangements have been discussed.

Created By: ion exhibits - Devry Website