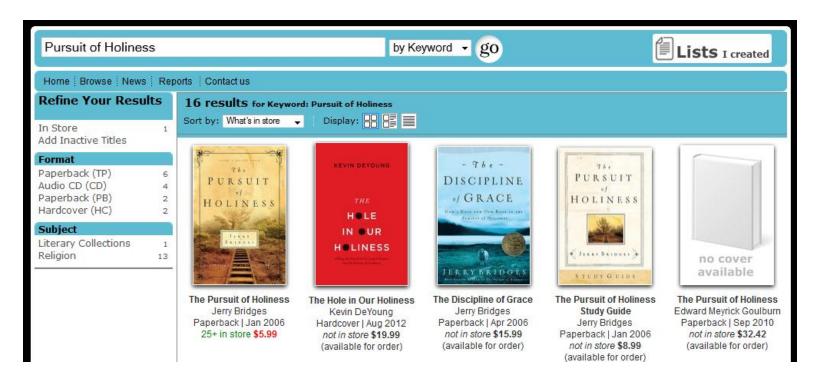
# **Placing Orders on Our Website!**

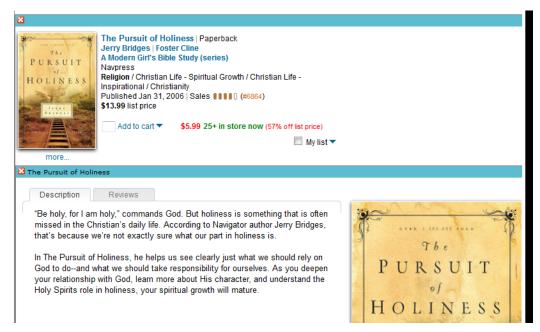
#### **Searching Items:**



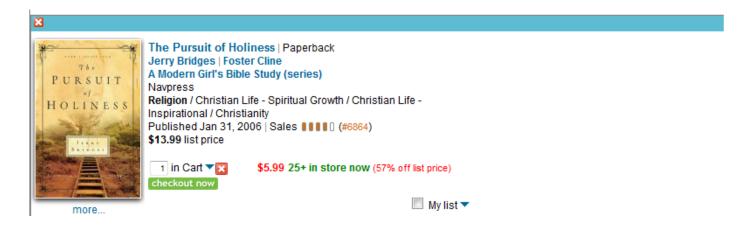
- Type in the item name, author/artist, or both.
- Our website will show everything we have (that is able to show on our website) and what we can order
  even if we have never had it in before. Please not we do have the right to refuse ordering certain
  items that may show up from searches on our website.



• Click on the item you want to further look at or order. This screen will show you how many we have on order, how many we have in the store and prices. Please note that any sale prices that show up are or in stock items. If we need to order more the ordered in items may not be at the sale price still.



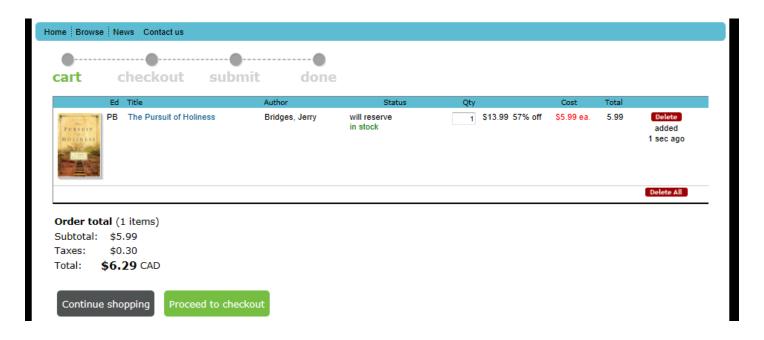
If this is the item that you want to order, enter in the number that you want and click "Add to Cart".



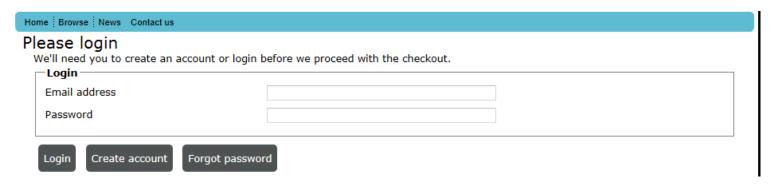
 You can choose to "Checkout now" or continue shopping. At any time you can choose to check out by clicking out "go to Cart" that will be at the top right hand corner of our website.



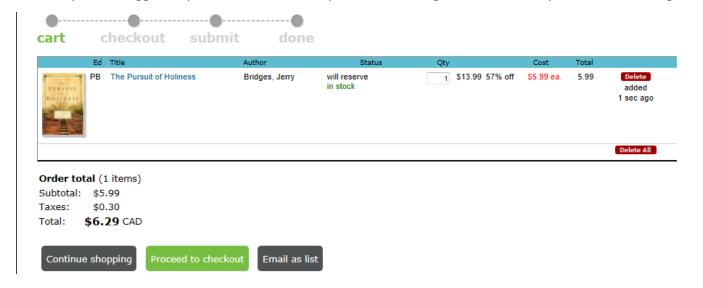
• When you are ready to Checkout you'll come to a screen like this.....



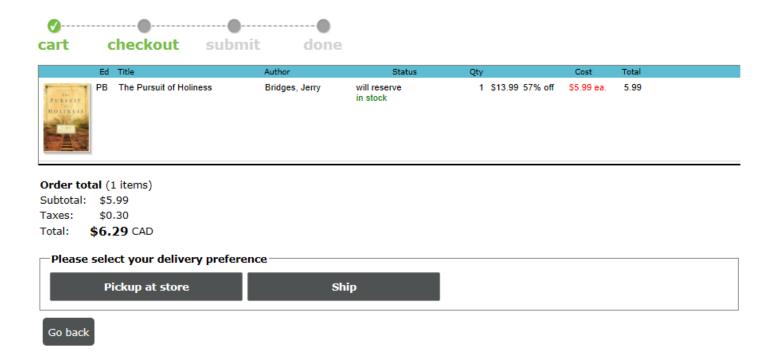
 At this screen you can adjust quantity of what you have added to your cart. When you are ready click on "Proceed to Checkout".



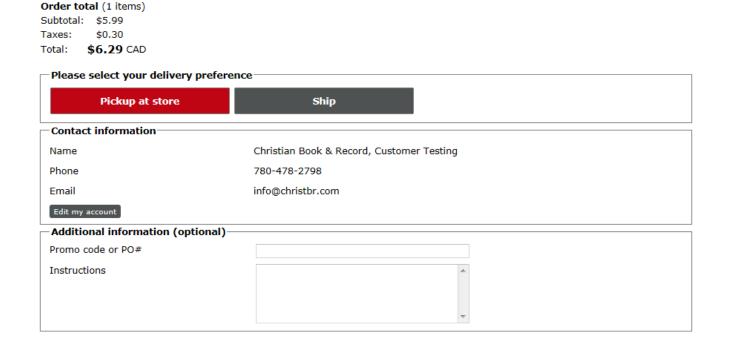
- You will be asked to log in. If you do not have an online account with us you will have to create one by following the directions. We do not sell, or share any of your personal information to anyone. All the information that is received is used strictly for serving you and filling your order.
- Once you are logged in you'll be able to view your cart once again and make any last minute changes.



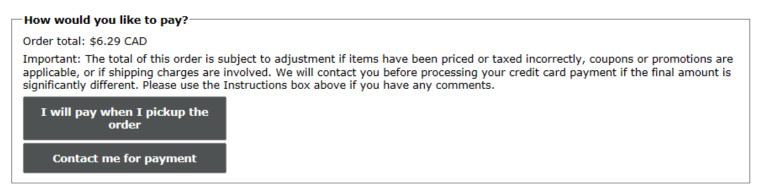
Proceed to Checkout when you are ready. The next screen you will have to choose whether you want
to pick your order in the store or have it shipped out. If you choose to have it shipped a shipping fee
will be added on once we have calculated it.



• If you choose to pick up your order at the store you will see the screen below. If you have a Promo Code ie. An e-blast coupon (code) type that in under "Promo coder or PO#". If you would like us to do anything special please leave us a note under "Instructions".



• Once you have filled in any promo codes or instructions you'll have to choose whether you want to pay when you pick up or if you want us to call you for payment.

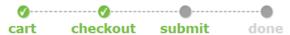


• If you **choose to have your order shipped** you'll see the screen below. Please fill in the all the information. If you have a Promo Code ie. An e-blast coupon (code) type that in under "Promo coder or PO#". If you would like us to do anything special please leave us a note under "Instructions".

Pickup at store	Ship
Contact information	
Name	Christian Book & Record, Customer Testing
Phone	780-478-2798
Email	info@christbr.com
Edit my account	
Where do you want this shipped?	
Use the address I have on file	
Full name	
Address line 1	
Address line 2	
City	
Province	
Postal code	
Country	
Phone	
Email	
— Additional information (optional)-	
Promo code or PO#	
Instructions	
Thstructions	Î
	Ψ
How would you like to pay?	
Order total: \$6.29 CAD	
applicable, or if shipping charges are in	bject to adjustment if items have been priced or taxed incorrectly, coupons or promotions are nvolved. We will contact you before processing your credit card payment if the final amount is nstructions box above if you have any comments.
Contact me for payment	

### **Finalizing your Order**

Once everything is filled out click on "Contact me for Payment". Depending on how you are paying & picking up the information on this next screen will be slightly different. Receive the information (Item & quantity, Delivery preference, Shipping information (if applicable) and Payment Choice). Once you are satisfied that everything is correct click on "Submit this order now".



Your order must now be submitted to us by clicking "Submit this order now."

Submit this order now					
Ed Title	Author	Status	Qty	Cost	Total
PB The Pursuit of Holiness	Bridges, Jerry	will reserve in stock	1 \$13.99 57% off	\$5.99 ea.	5.99

Order total (1 items)
Subtotal: \$5.99
Taxes: \$0.30
Total: \$6.29 CAD

Delivery preference:	Ship	
Shipping information:		
Full name	Christine	
Address line 1	12-8103 127 Ave	
Address line 2		
City	Edmonton	
Province	AB	
Postal code	T5C 1R9	
Country	Canada	
Phone	780-478-2798	
Email		
Payment Choice:	Contact me for payment	

Go back Submit this order now

Once your order has been placed you will receive an email saying that we got your order and reviewing
it for you. If you are picking up your order in the store the email will mention that we will contact you
by email once it is ready to be picked up. We often however will just phone to let you know when your
order is ready. You will also be able to see the page pictured below and have the option of printing it
off there or viewing your past orders.

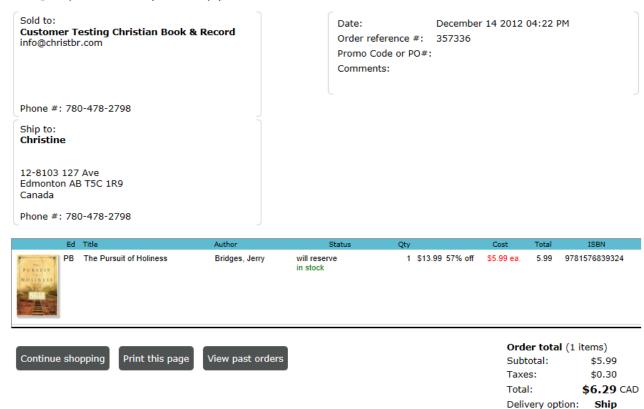


## Thank you for your order!

#### Your order (ref# 357336) has been submitted.

A copy of this order has been emailed to: info@christbr.com

We will send an email to info@christbr.com once your order is ready to be shipped. This is normally done during our regular business hours. Confirmations will calculate any terms that are specific to your account. We can be reached by phone at 780-478-2798 or by email at christbr@telusplanet.net should you have any questions or concerns.



If you have any problems, concerns or questions about ordering online please feel free to contact us!

Christian Book & Record Phone: 780-478-2798 info@christbr.com