

the booklegger Business to Business Website Features & Guidelines

In a continuing effort to provide our customers with the best possible products and services, our website is now Business to Business! Features of our new “B2B” website include:

- Place your orders online, any time, day or night!
- View our Inventory, in real time!
- Check on your open orders, or track your shipped orders at the click of a mouse!
- Update your own account information, to ensure that your shipments are delivered correctly!
- Shop around the site by topic, or order by item number if you know exactly what you’re looking for
 - either way finding the right product for your customers is quick and easy!
- Two great payment options available - pay via your credit card, or use your account terms!

Some Guidelines:

User IDs - In order to use our new B2B website, you will require a User ID and password. This User ID is generally your account number with a 0 in front of it (ie. 0123456). Your password initially will be your User ID with the first letter of your company name behind it (ie. 0123456A). This password can be changed at any time after you log in. If you ever forget your password, we can reset it at any time for you. You may have more than one User ID per account; the next User ID will have a 1 in front of the account number, then 2, etc. Once we set up the initial User ID, you can add as many as you want!

Email Confirmations - You will receive confirmations when your order is received into our accounting system, when it is approved by us, and when it is invoiced. Therefore it is necessary for us to have your current email address on file in order for us to create a User ID for you. We must have a separate email address for each User ID that is set up on your account. It is not possible to have more than one email address for one User ID.

Come visit us today at www.booklegger.com!