

The Pink Order Worksheets are included to help you record your customer orders during your show. This form is meant to be used as a tool so that you will have all of the information required when you start to enter your orders online.

Please note that these worksheets will not be returned to us. They are for your reference only. We will receive all of the orders electronically through the website after you enter them. Please treat all customer information as confidential.

To complete the Pink Order Worksheet:

- 1.) Enter all customer information on the top of the form. Please note that if their billing address is different than the shipping address you will need to note this in **Order Notes** so you can enter it on the website. All of the customer information is mandatory as you will need it to complete order entry.
- 2.) To enter the item information, please reference the Alice Kathleen tag attached to the item.
 - The Item ID is the first field
 - The description is right under the Item ID
 - For the color selection, there is the color that the sample is in and colors listed below the description. In the example below, this Smocked Tunic Bow Dress would be available in Pink Roses, Blue Corduroy or Red/Blue Liberty. Please note the color requested ordered on the form. Each item should have color swatches attached and pictures are available on the website.
 - The sizes available are listed below the color choices.
 - The Retail Price is shown on the Right Hand Side of the label.

Item ID: **32D** 15
Smocked Tunic Bow Dress: Pink Roses **\$65.00**
*Also available in Blue Corduroy and
Red/Blue Liberty*

Sizes: **2,3,4,5,6,7,8,10**
Sample Size: 7

- 3.) Next you will want to enter the quantity ordered. If a customer wants their order totaled, please extend the prices and complete the tax + shipping information for them. Reassure them that they will receive an email confirmation with this information once you enter their order.
- 4.) Finally, complete the payment information in the bottom left hand corner. Again, please be sure to complete all fields so you have the information you need to enter their order. If anything is incomplete, you will need to contact them before the order can be entered into our website. This could cause an undue delay in processing.
- 5.) Also, all credit cards and checks/cash are charged/deposited upon order receipt.
- 6.) If you would like the customer to sign off on the final order, there is a place to do that at the bottom.
- 7.) The top right hand section of the form should be completed when you enter the order online. The Tally Form will ask for the order # so you will want to be sure and record this information. The order confirmation number can be found on the last screen of the order entry process.

EXCITING AND NEW FOR THIS SEASON --- All Fall/Winter 2018 Collection pieces available to order online are in stock and ready to ship! No 10-12 wait for shipping on trunk show items. Please note, if a size or piece is showing out of stock the piece is no longer available. Sizes will not be restocked.

If you have any questions about the Pink Order Form, please let us know. Thank you!