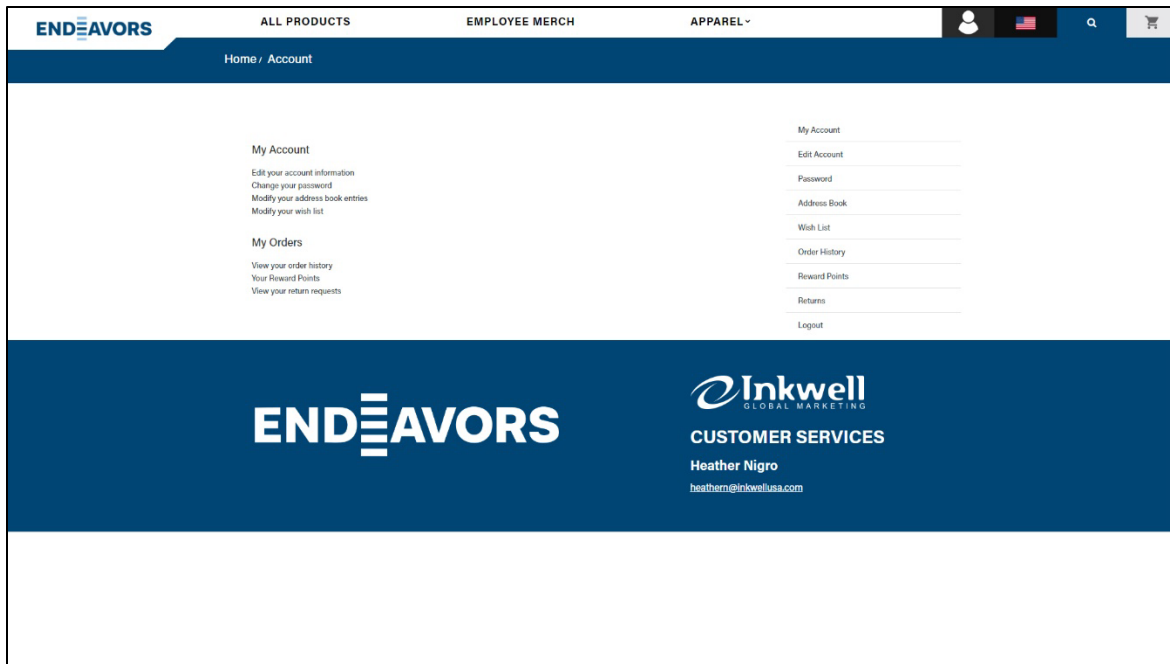


Company Order

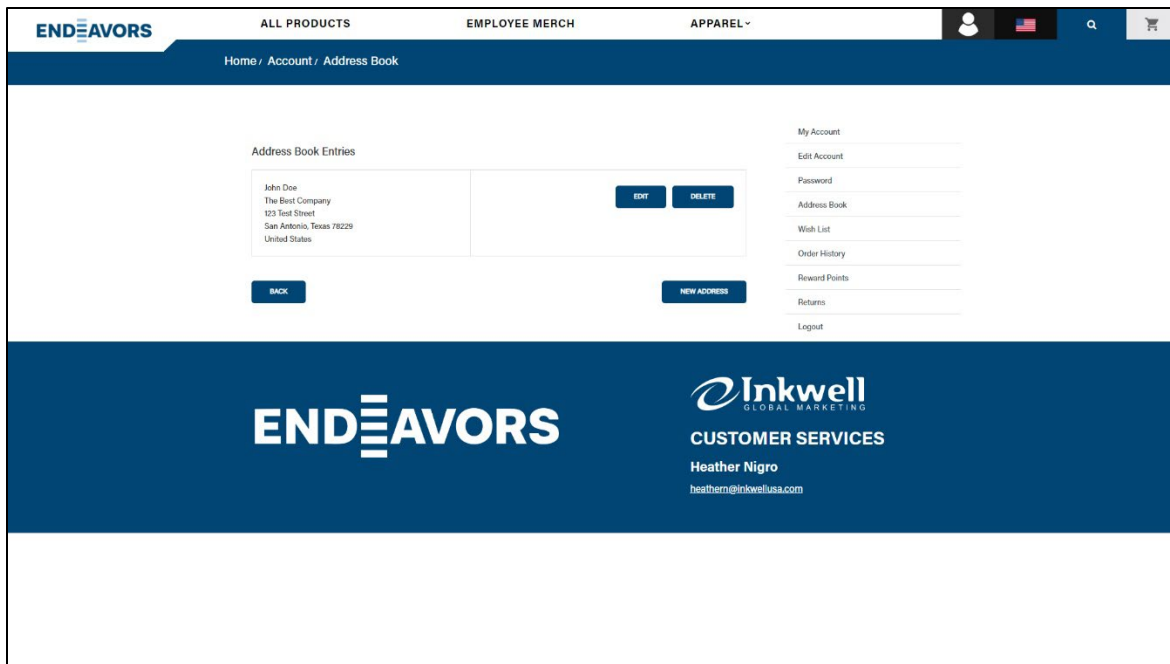
1. Start by visiting the Endeavors Store at “ShopEndeavors.com”
2. Once at the homepage, select the “User Icon” on the top right corner of the screen.
3. Login with your Endeavors email address and Password

The screenshot shows the Endeavors website's login and registration interface. At the top, there is a navigation bar with the Endeavors logo on the left and menu items for 'ALL PRODUCTS', 'EMPLOYEE MERCH', and 'APPAREL' on the right. A user icon, a flag, a search icon, and a shopping cart icon are also present in the top right. Below the navigation bar is a breadcrumb trail: 'Home / Account / Login'. The main content area is divided into three columns. The left column is for 'New Customer' and includes a 'Register Account' section with a 'CONTINUE' button. The middle column is for 'Returning Customer' and includes a 'Login' section with fields for 'E-Mail Address', 'Password', and 'Forgotten Password', along with a 'LOGIN' button. The right column is for 'Login / Register' and includes links for 'Forgotten Password', 'My Account', 'Address Book', 'Wish List', 'Order History', 'Reward Points', and 'Returns'. At the bottom of the page, there is a dark blue footer with the Endeavors logo on the left and the Inkwell Global Marketing logo on the right, along with 'CUSTOMER SERVICES' contact information for Heather Nigro.

4. After logging in you will be taken to your “Account Dashboard”.

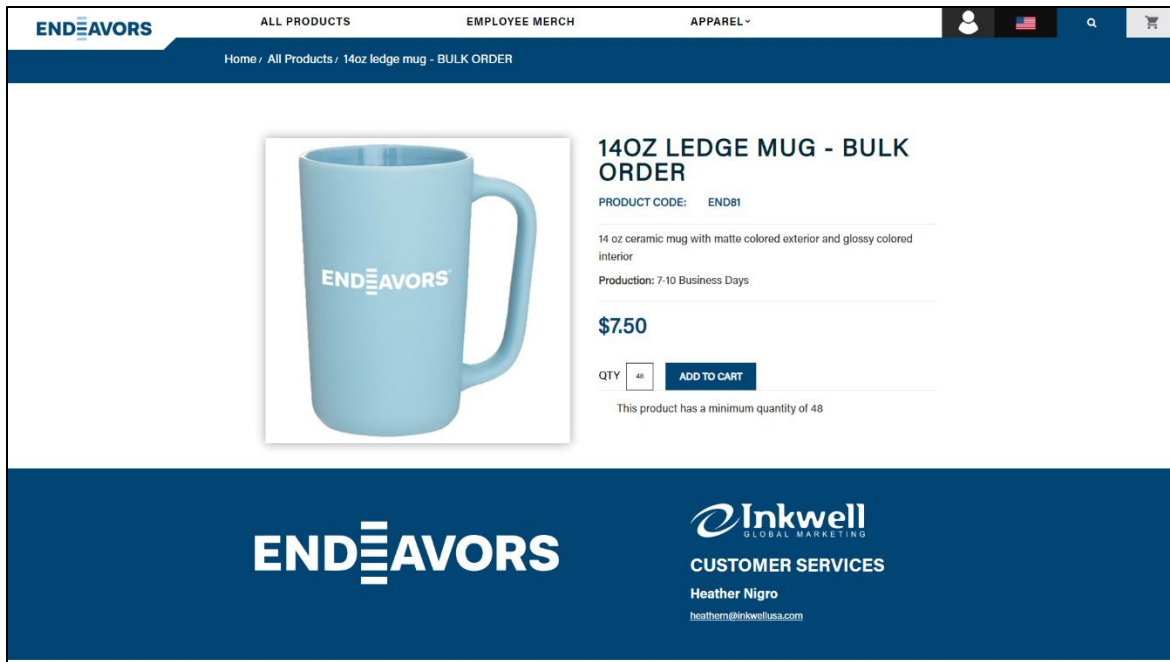


5. The first thing you want to do is verify all your account information.

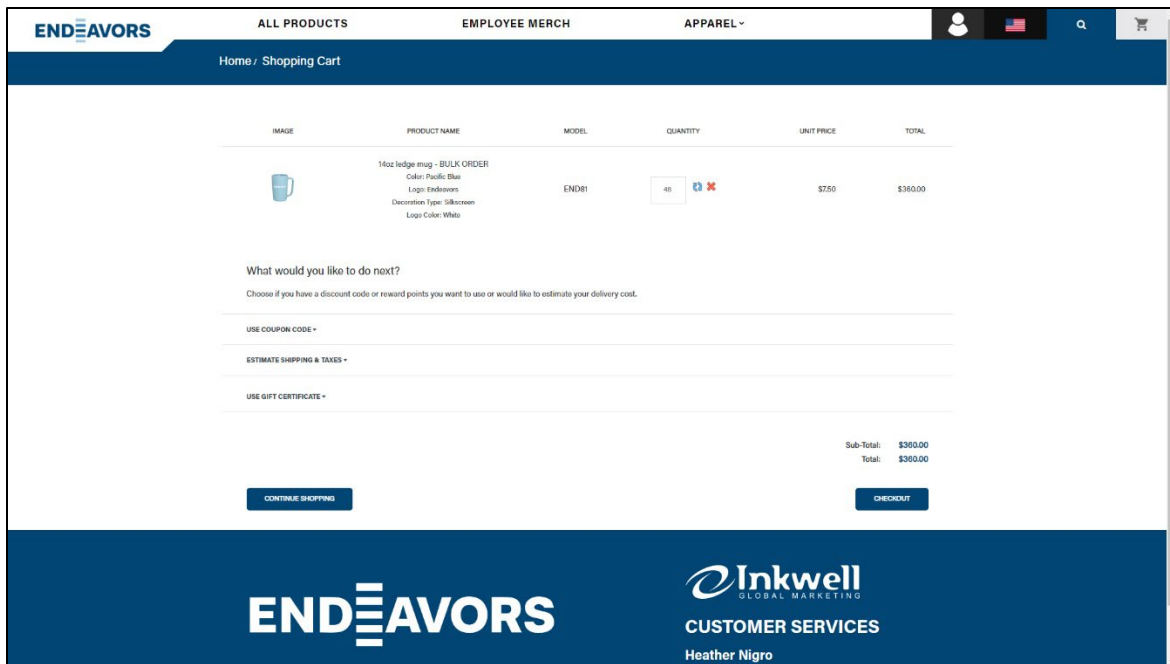


6. Click on "All Products"

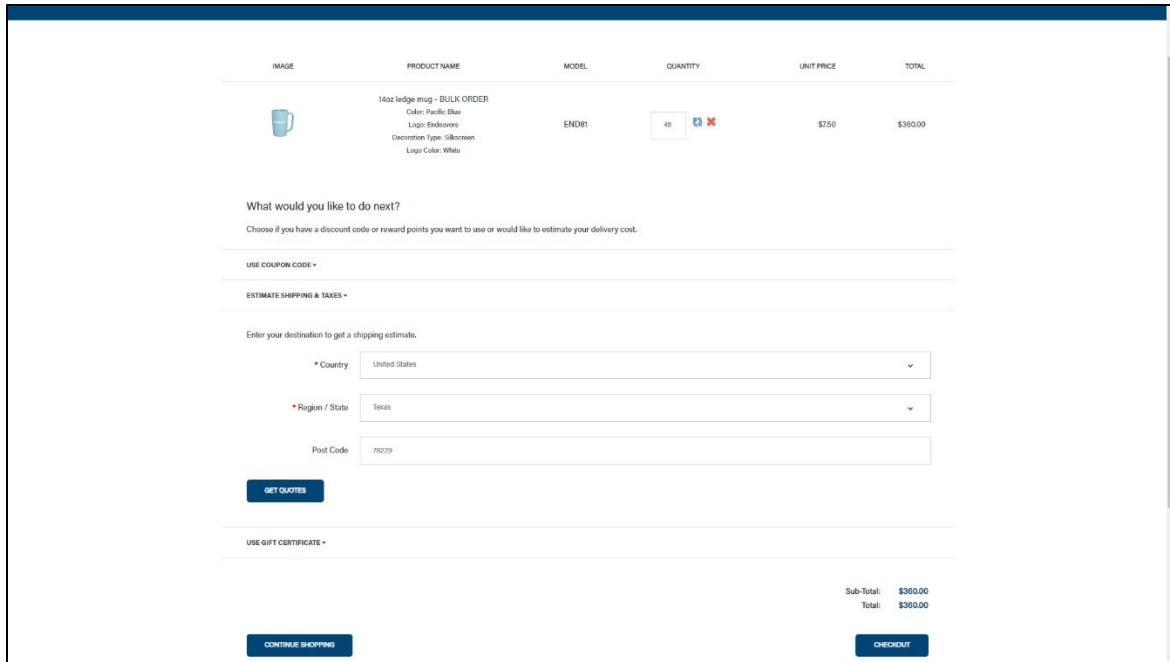
7. Select your item, enter the quantity (bulk order), then add it to cart.



8. Click on the cart icon in the top right corner. You will then see the order details.

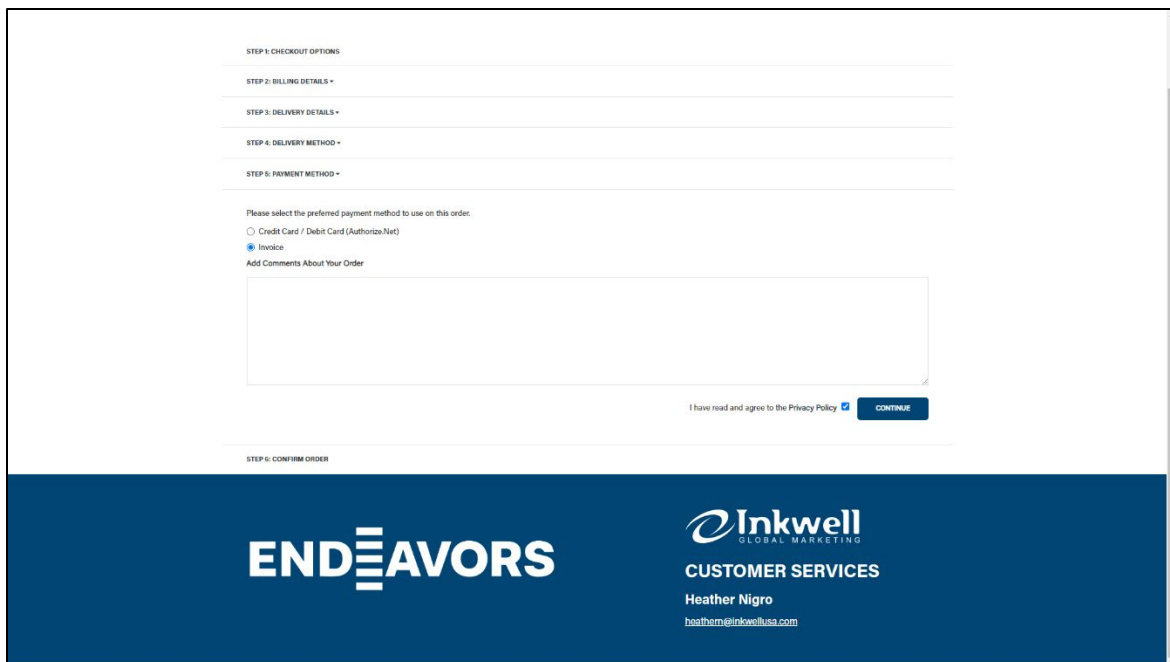


9. On the cart page, click on the option "Estimate for shipping & Taxes", verify your State and Zip Code, then click on "Checkout."



10. On the “Checkout Page”, verify the correct “Billing Address”, then the “Shipping Address”, then the “Shipping Method”.

11. Next is the payment method. **For a company purchase, select “Invoice”**, then click the “Privacy Policy” box on the bottom right corner, then press “Continue”.



12. Next, you will select your "Cost Center Code", then press "Confirm Order". You will then receive confirmation details of your order

STEP 1: CHECKOUT OPTIONS

STEP 2: BILLING DETAILS +

STEP 3: DELIVERY DETAILS +

STEP 4: DELIVERY METHOD +

STEP 5: PAYMENT METHOD +

STEP 6: CONFIRM ORDER +

PRODUCT NAME	MODEL	QUANTITY	UNIT PRICE	TOTAL
14oz ledge mug - BULK ORDER - Color: Pacific Blue - Logo: Endeavors - Decoration Type: Silkscreen - Logo Color: White	END01	48	\$7.50	\$360.00
Sub-Total:				\$360.00
Shipping Estimate to Follow:				\$0.00
Total:				\$360.00

Invoice

* Cost Center

-- Select Cost Center --

- Select Cost Center --
- 600001
- 542000

CONFIRM ORDER

Inkwell

13. You will then receive a confirmation message for your order.

END EAVORS

ALL PRODUCTS EMPLOYEE MERCH APPAREL

Home / Shopping Cart / Checkout / Success

Your order has been successfully processed!

You can view your order history by going to the my account page and by clicking on history.

If your purchase has an associated download, you can go to the account downloads page to view them.

Please direct any questions you have to the store owner.

Thanks for shopping with us online!

CONTINUE

END EAVORS

Inkwell
GLOBAL MARKETING

CUSTOMER SERVICES

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