# LANDS'END BUSINESS

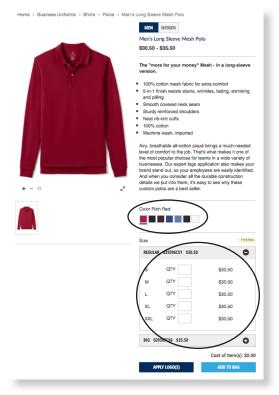
#### **ONLINE ORDER INSTRUCTIONS**

Store URL: Click url to access <u>business.landsend.com/store/creativememories/</u>

**STEP 1:** Select a category to start shopping or use the search tool.

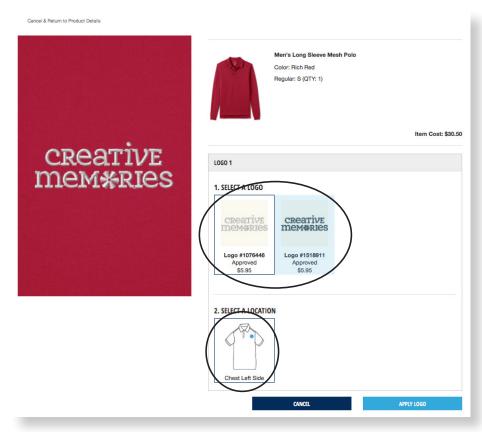


**STEP 2:** Click on the item until you see the ordering grid below. Choose color, size and quantity. Click APPLY LOGO(S)

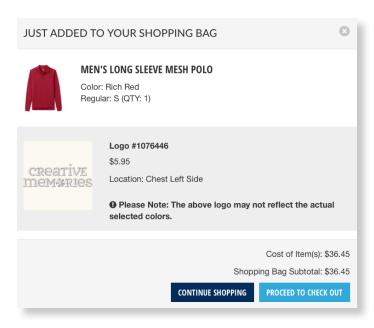


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STEP 3: Logo Application Page - Click on logo choice and logo location. Click and then to view your shopping bag.



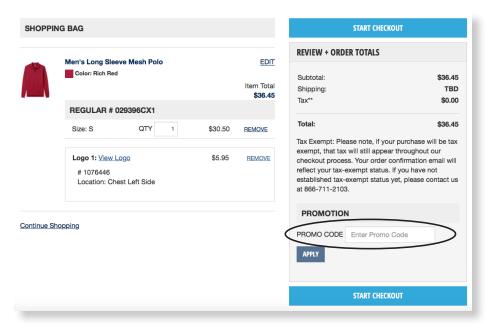
**STEP 4:** You may either continue shopping by clicking on continue shopping by clicking on continue shopping and repeat steps 1-3 or click process to checkout.



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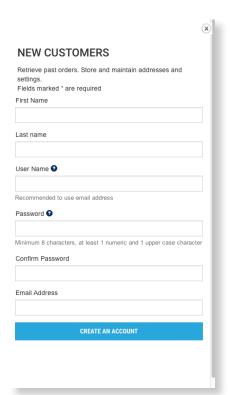
STEP 5: Promo Code Application Page – Please enter any promo code that you might have in the Promo Code field. PLEASE NOTE: A promotion code is not a form of payment. Any form of payment will be entered in a different location on the billing page.

To proceed to checkout, click



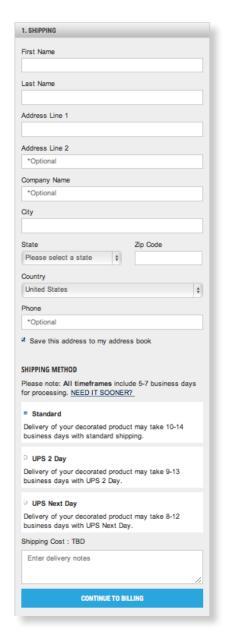
STEP 6: If you are a returning customer, sign in with username and password. If you are a new customer, please create an account by clicking on and click CREATE AN ACCOUNT.

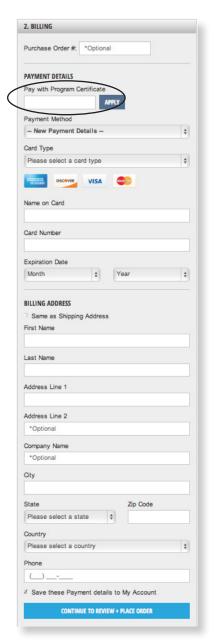
. Fill in all fields



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**STEP 7:** Checkout – Complete shipping and billing information. Enter your 16 digit program certificate number in the specified field to checkout and submit your order. (International shippers please call: 1-608-935-8172.)





If you have questions or changes regarding your order, please call **866-711-2103** or email **fieldsales@landsend.com** and reference the online order number given when your order is submitted.

Order confirmations will be e-mailed when we start the order process and again when your order ships.

Orders will be delivered within 10-14 business days.