

When you are finished with this guide,  
press the **browser back button** to return to the site

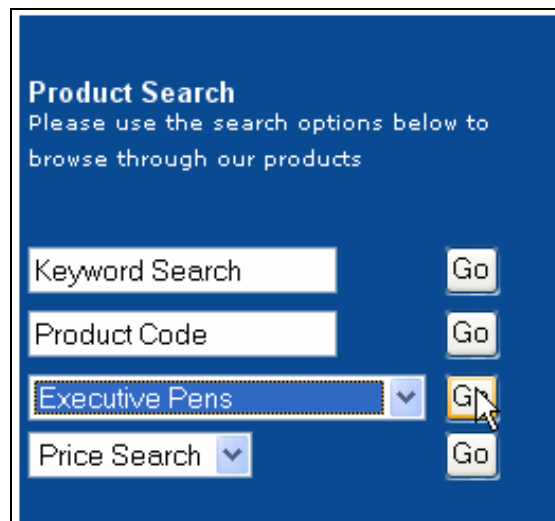
## *Finding Products*

Finding and ordering the perfect promotional product is easy via the on-line Trade Promotional Products catalogue.

The catalogue home page allows you to search for products in four different ways.

If you have a specific item in mind, you can search for it using the **Keyword Search**. If the keyword search does not return the item that you require, please try again using a more general keyword, i.e. if your search for Rubik's cube was unsuccessful, try searching again using Cube.

If you know the product code for a particular item, you can go straight to it using the **Product Code** search. Just enter the code and press go.



The screenshot shows a 'Product Search' section on a blue background. It contains the following elements:

- Product Search** (Section Header)
- Please use the search options below to browse through our products (Instructional text)
- 
- 
- (The 'Executive Pens' dropdown menu is highlighted with a dashed border, and a mouse cursor is pointing at the 'Go' button.)
- 

**Fig.1: Product Search**

If you are looking for ideas, use the **Product Category** search to browse through the catalogue.

If you are working to a budget, the **Price Search** option lets you find products within an item price range.

## Search Results

The search results are displayed in a grid, showing the product code, product description and unit prices by quantity. A product image is also shown.

**102888 - Sheaffer Nonsense Ballpen**

The everlasting Sheaffer - Choice of 4 bright colours - Chrome clip - relief grip for optimum writing comfort. Individu...



<b>Qty</b>	<b>5000</b>	<b>250</b>	<b>100</b>	<b>2500</b>
<b>£ Price</b>	<b>0.95</b>	<b>1.33</b>	<b>1.52</b>	<b>1.08</b>

[More Info](#)      [Enquiries](#)

**Fig.2: Search Results**

Where there is more than one page of results, each page will be represented by a number in the page navigation. Clicking next or on a page number will take you to a new results page.

To get more detailed information on the product, including available colours, click on "More Info".

**Product Description:** The everlasting Sheaffer - Choice of 4 bright colours - Chrome clip - relief grip for optimum writing comfort. Individually presented in cello-bag. Personalisation not included

**Available in the following colours:**  
 Black/Black  
 Blue/Blue  
 Yellow/Yellow  
 White/White

[Sample Request](#)      [Print Spec.](#)

<b>Qty</b>	<b>5000</b>	<b>250</b>	<b>100</b>	<b>2500</b>	<b>1000</b>	<b>500</b>
<b>£ Price</b>	<b>0.95</b>	<b>1.33</b>	<b>1.52</b>	<b>1.08</b>	<b>1.23</b>	<b>1.25</b>

Prices include a personalisation in 1 position. Prices exclude VAT, origination and carriage

**Fig.3: Product Details**

## Ordering

Selecting “Enquiries” on the search results page, or selecting “Sample Request” on the product details page, opens the ordering “Shopping Cart” and automatically inserts the product. Select the required colour and quantity. If you want to search for other products, click “Add More Products”.

**:: Enquiry Pad ::**

**Below are the contents of your enquiry pad, please ensure when you change quantities and colours you use the update link below.**

Removing a product :  
to remove an item from your enquiry please change the quantity to '0' and press update

Product	Code	Colour	£ Price	Quantity	
Sheaffer Nonsense Ballpen	102888	Black/Black	0,95	4	update
				£3.82	
<b>Total Including VAT: £4.49</b>					
Prices are only an estimate and will be subject to origination, artwork and carriage charges as well as VAT. All orders are subject to overs and/or unders of up to 5%.					
<a href="#">ADD MORE PRODUCTS</a>		<a href="#">CANCEL</a>		<a href="#">SEND ENQUIRY</a>	

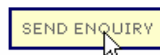
**Fig.4: Shopping Cart**

If you add additional products, you must click “Update” to recalculate the totals.

Product	Code	Colour	£ Price	Quantity	
Sheaffer Nonsense Ballpen	102888	Select	0,95	4	update
Cotton Twill	312001	Select	1,66	25	update
				£45.32	

**Fig.5: Updating the Totals**

Once you have finished adding products to the cart, press “Send Enquiry” to complete the order.



## Completing the Order

Complete the order, by entering your personal details. You MUST supply your Name, Company Name, Address Details, Email Address and Phone Number in the fields as specified below. Once this is completed, click "Submit" to send the order.

**:: Your Personal Details ::**

**Please complete the form below with your personal information.**  
All fields marked with\* are mandatory.

A Customer
Company Name
Address Line 1
Address Line 2
City
Postcode
email@email.com
028 417 11223344
Insert Message Here

**Fig.6: Submitting the Order**

You will receive an on-screen confirmation of your order.

**Your enquiry has been sent.**

**Thank you for your sample request, this will be despatched to you within three working days.**

**If you need any assistance or require any additional information, please contact us on the numbers below left and quote ref: 473**

**Fig.7: Order Confirmation**

We will contact you to confirm the order, discuss artwork and to arrange payment.

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