# Online Ordering Made Easy

**When you order online, you save 2% and your artwork setups are free!**

## Web Browser Compatibility

For Ordering Purposes:
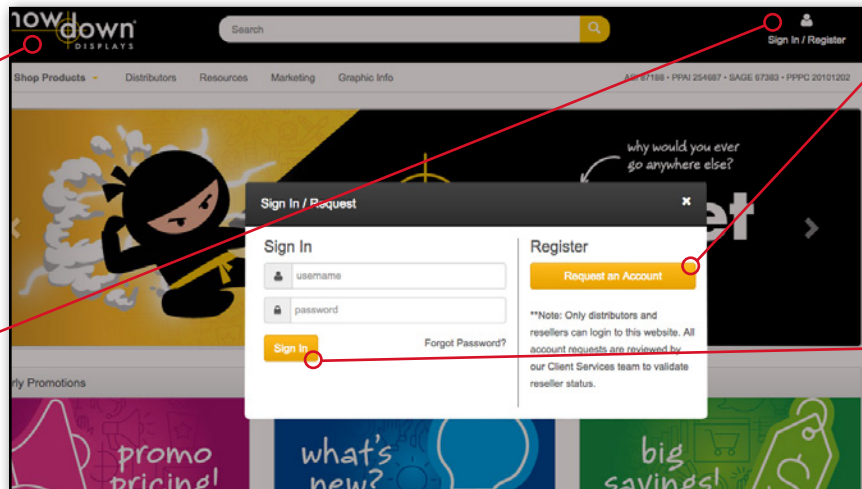
Google Chrome

Firefox

USING A

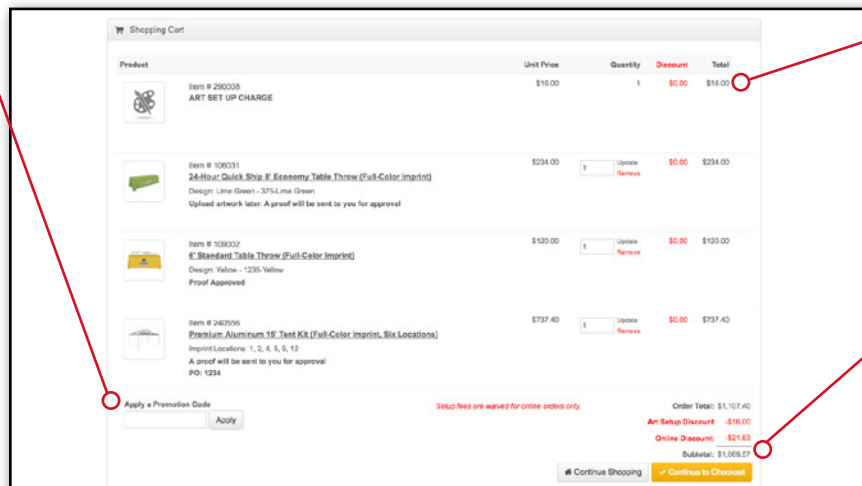Desktop Computer

## Sign In to Your Account

**Request an Account:**
To place orders online, you will need an account. To request one, click here.

**Home Page:**
www.showdowndisplays.com

**Sign In / Register:**
In the upper right corner, click on: Sign In / Register.

**Sign In:**
Your website login may be different than your customer account email.

Sign In / Request

**Sign In**
username
password
Sign In                Forgot Password?

**Register**
Request an Account
**Note: Only distributors and resellers can login to this website. All account requests are reviewed by our Client Services team to validate reseller status.

## Shopping Cart

**Promotion Code:**
Enter your promo code in the box and hit apply. Promo codes will not be reflected in the online price.

Promotion Code **D57F2** has been applied.
*Online, 10% off next order*
Remove Code
EXAMPLE

**2% Discount:**
Every online order placed receives 2% off, no promo code needed.

**Artwork Setup:**
Artwork setup fees are waived for all orders placed online.

**Subtotal:**
This total only reflects the price of the products in your cart and does not include promo codes, shipping or taxes.

Show down
DISPLAYS

# Shipping

**Shipping Address:**
This is the address your order will be shipped to. If there are multiple shipping addresses, make a note in the comment box on the Review Order page.

**Billing Address:**
The billing address will auto populate based on the address on file. If you want to use a different billing address, you can update this section.

**Carrier Information:**
FedEx and FedEx Ground are the default shipping methods. Use the dropdown menus to choose a different method, then enter your shipping account number.

**Estimated Ship Date:**
This date is calculated based on the product with the longest lead time. It is a rough estimate only. Quick Ship items and non-Quick Ship items should be placed on separate orders.

# Payment Information

**Payment Type:**
Purchase Order will be the default payment type. Do not include special characters in your purchase order number. To use a credit card, use the dropdown menu.

**Credit Card:**
You must create a unique Purchase Order number. No special characters. Your zip code plus the date is a great option.

**Contact Information:**
This information should refer to the main contact for this order.

**Note:**
Shipping and promo codes are not reflected in the online price. They will be applied on your invoice.

**Proof Email Address:**
If you would like to add more than one proof email address, make a note in the comments box on the Review Order screen.

# Review Order

**Order Comment:**
Scroll to the bottom of the Review Order page to add a comment. Comments can include additional proof emails, ship addresses or PMS colors.
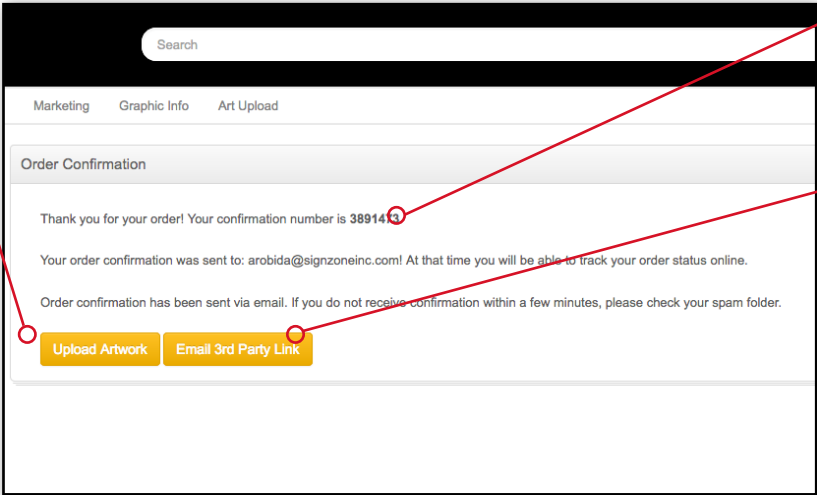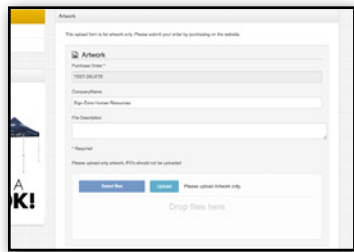
**Complete Order:**
To place your order, click Complete Order. If at any time you need to go back and make changes, click Continue Shopping.
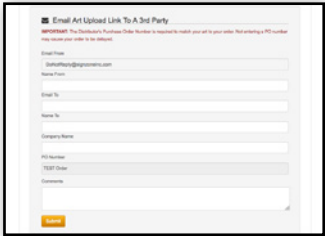
**Showdown** DISPLAYS

# Confirmation Screen

**Upload Artwork:**
Use this FTP link to upload artwork for the order you just placed.
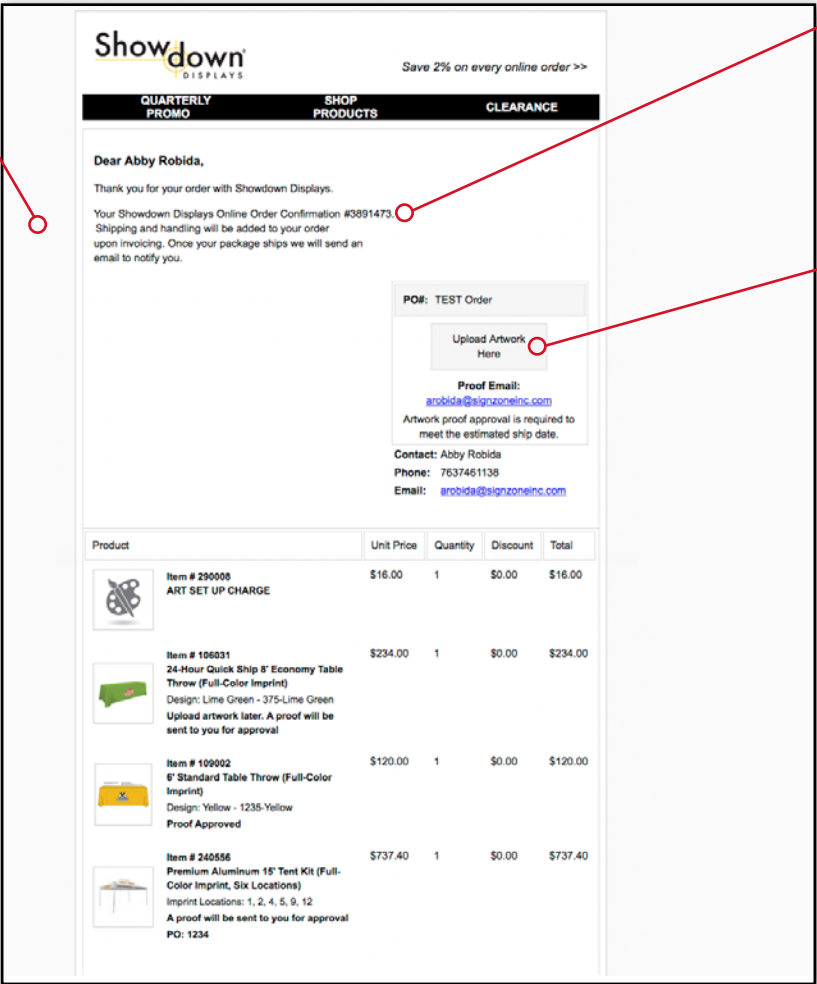


**Confirmation Number:**
This is your online order confirmation number, not your order number.

**Email 3rd Party Link:**
Use this button to email an artwork upload link directly to your customer. The customer will receive it from your email address, not ours.



### Order Confirmation

Thank you for your order! Your confirmation number is **3891473**

Your order confirmation was sent to: arobida@signzoneinc.com! At that time you will be able to track your order status online.

Order confirmation has been sent via email. If you do not receive confirmation within a few minutes, please check your spam folder.

**Upload Artwork** | **Email 3rd Party Link**

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# Confirmation Email

**Invoice:**
This email confirms your order has been received; it's not an invoice. Your final invoice will contain your order number, shipping charges, promo code and any other information pertaining to the order.

**Confirmation Number:**
This is your online order confirmation number, not your order number.

**Upload Artwork Here:**
Click here to upload artwork for your order.



**Showdown Displays**

Save 2% on every online order >>

QUARTERLY PROMO | SHOP PRODUCTS | CLEARANCE

**Dear Abby Robida,**

Thank you for your order with Showdown Displays.

Your Showdown Displays Online Order Confirmation #3891473. Shipping and handling will be added to your order upon invoicing. Once your package ships we will send an email to notify you.

PO#: TEST Order

Upload Artwork Here

Proof Email:
arobida@signzoneinc.com
Artwork proof approval is required to meet the estimated ship date.
Contact: Abby Robida
Phone: 7637461138
Email: arobida@signzoneinc.com

| Product | | Unit Price | Quantity | Discount | Total |
|---|---|---|---|---|---|
| | Item # 290008<br>ART SET UP CHARGE | $16.00 | 1 | $0.00 | $16.00 |
| | Item # 106031<br>24-Hour Quick Ship 8' Economy Table Throw (Full-Color Imprint)<br>Design: Lime Green - 375-Lime Green<br>Upload artwork later. A proof will be sent to you for approval | $234.00 | 1 | $0.00 | $234.00 |
| | Item # 109002<br>6' Standard Table Throw (Full-Color Imprint)<br>Design: Yellow - 1235-Yellow<br>Proof Approved | $120.00 | 1 | $0.00 | $120.00 |
| | Item # 240556<br>Premium Aluminum 15' Tent Kit (Full-Color Imprint, Six Locations)<br>Imprint Locations: 1, 2, 4, 5, 9, 12<br>A proof will be sent to you for approval<br>PO: 1234 | $737.40 | 1 | $0.00 | $737.40 |

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**Questions?** At any time, please reach out to our Customer Care team or your sales representative.

**Showdown** DISPLAYS