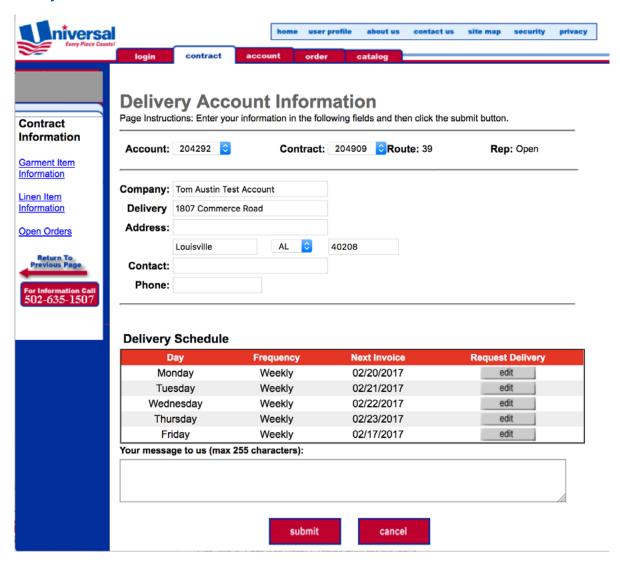
The Customer **Account System**

Once logged into the system, this is the first screen you will see (Contract). Verifty that all of the information is correct.















Click on the Account tab. This screen will show your billing information as well as your outstanding balance. Verify that all of the information is correct.

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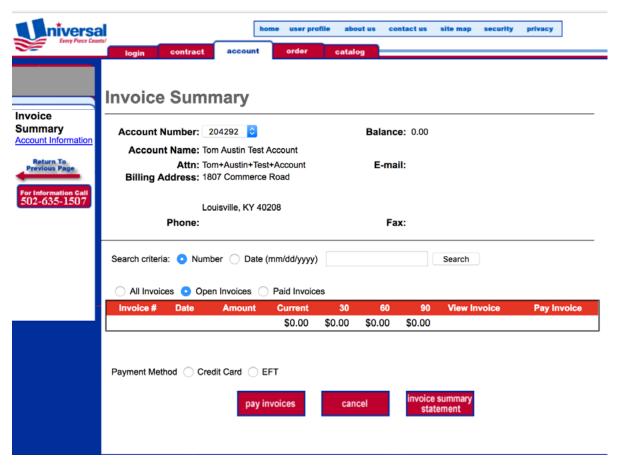








From the same Account tab, you will see to the left the "Account Information" link. After clicking on the link you see a summary of your invoices. At the bottom you choose to view Open, Paid or ALL invoices for your account.



At the bottom of the screen you will see a list of your invoices and a "View Invoice" button next to each one. Click to view the details of the invoice.





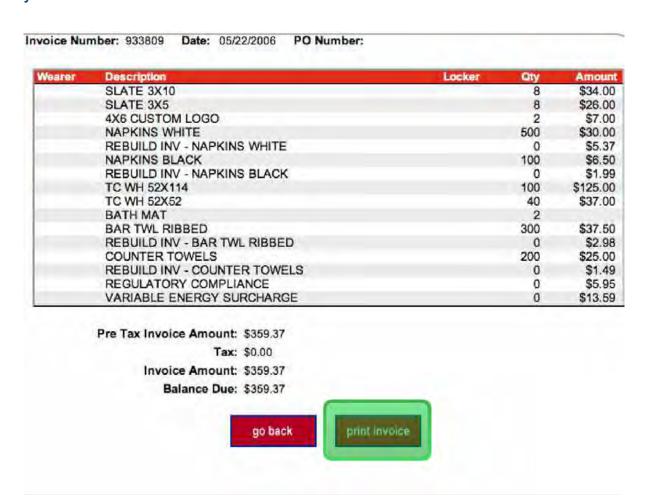








Here are the details of your invoice. Note at the bottom fo the screen is the "Print Invoice" button. There you can see the invoice with the signature at the bottom. You can print for your records.





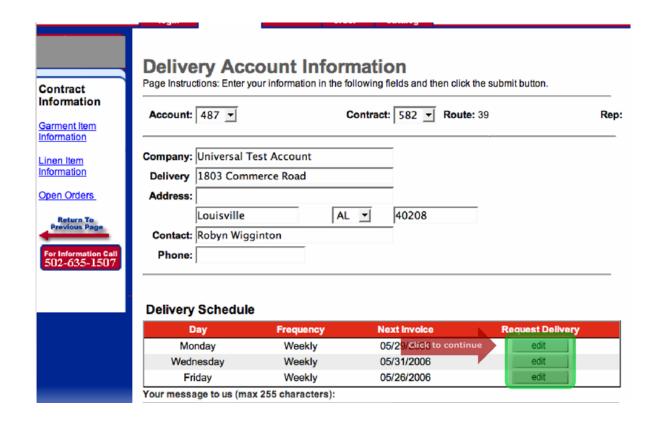








If you return to the Contract tab at the top of the screen, you can scroll down and see the "Delivery Schedule" section. Click on the "Edit" buttons to change the details of your deliveries.





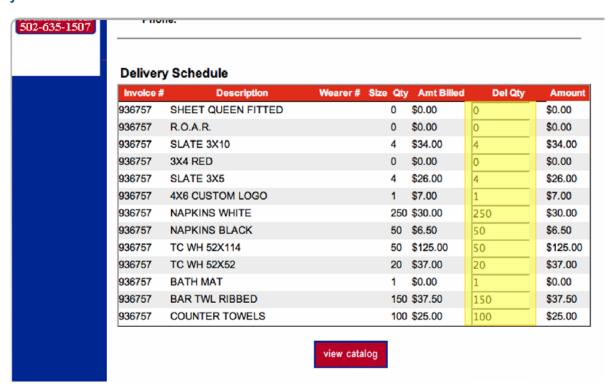




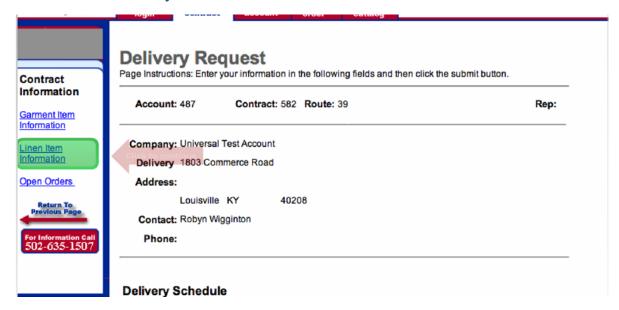




From within the Delivery Schedule screen, you can change the quantity of each item in your order.



From the same screen, you can click on the "Linen Item Information" link on the left.





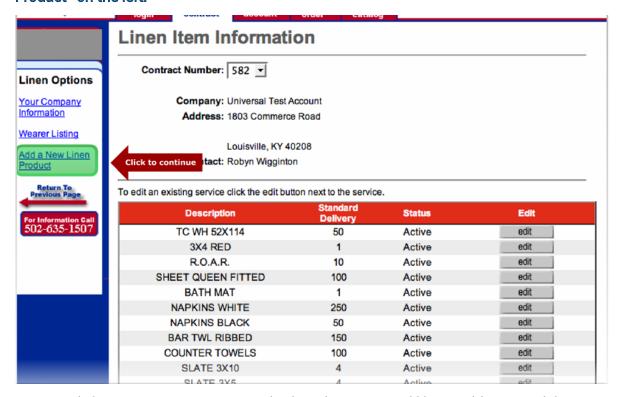








From here you can add new product to your delivery by clicking on "Add a New Linen Product" on the left.



You can click on "Item Description" and select the item you'd like to add to your delivery. Put the quantity of the item in the "standard delivery" box. If you would like this item delivered on a special date, or if there is any other information that may help with the final delivery, please include that in the "Your Message to Us" box. Click Submit when done.

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