

EXPRESS PROGRAMS READY TO ORDER



When a customer is ready to order:

1. Determine if customer plans to build the deck on their own – and is confident in providing a correct bill of materials
If they would like to work with a Pro, direct them to a Deckorators Certified Pro
2. Open the Express Program Landing Page on your tablet or computer
For Deckorators, go to **Deckorators.com/Express**
For ProWood and Outdoor Essentials, go to **ProWoodLumber.com/Express**
3. Select '**Order Products**' button in the middle of the page
4. Click on the '**Product Order Form**' Link.
The excel document will load in the bottom left hand of your screen
5. Once open, click on the '**Enable Editing**' and the '**Enable Content**' prompts
6. Make your product selections on Tab 2, Tab 3 and Tab 4
7. Return to the summary tab, first tab in the workbook
8. Manually add in the delivery charge if applicable
9. Manually enter in the desired dealer margin
10. The last row of the summary will show what you should charge your customer
This does not include any applicable taxes
11. Save the file with the customer's name to a location on your device that you can easily find
12. Return to the applicable Express website and attach the file you just created
13. Continue to fill out the customer and dealer information
14. Click on either pick up or delivery
If pick up, then hit submit and the dealer will be contacted shortly by a sales representative to arrange pick up
If you select delivery, please fill out all the pertinent info
15. Review the delivery terms with the customer and check the box to confirm agreement with the terms.
16. Hit submit on the order and it will be delivered to a sales representative at UFP Lansing
17. You will receive an email confirmation and a sales representative will be in touch shortly to confirm the order
18. Upon confirmation the order will be delivered within 7 business days.

