



## FORSHAW.com - How To: Order As A Template







### Welcome to the new FORSHAW.com!

Below are step by step instructions to walk you through how to order as a template If you have any questions, please reach out to [concierge@forshaw.com](mailto:concierge@forshaw.com) for assistance!

**STEP 1:** Add all items to shopping cart

**STEP 2:** Click “Save as Template”

#### MY SHOPPING CART

| Product  | Price     | Quantity  | Total       |
|--|-----------|-----------|-------------|
|  ESSENTRIA IC3 INSECTICIDE CONCENTRATE - 1 QT<br>Item No.: WEL05171<br><a href="#">View</a>   <a href="#">Delete</a>      | \$ 31.13  | 10 EACH   | \$ 311.30   |
|  ADVION FIRE ANT BAIT - 25 LB<br>Item No.: SYN07350<br><a href="#">View</a>   <a href="#">Delete</a>                    | \$ 384.62 | 2 25 LB   | \$ 769.24   |
|  TALSTAR PRO INSECTICIDE - 3/4 GAL<br>Item No.: FMC10160<br><a href="#">View</a>   <a href="#">Delete</a>               | \$ 52.31  | 8 3/4 GAL | \$ 418.48   |
|  BORA-CARE - 1 GAL<br>Item No.: NIS10470<br><a href="#">View</a>   <a href="#">Delete</a>                               | \$ 87.70  | 8 1 GAL   | \$ 701.60   |
|  ONEGUARD - 1 QT<br>Item No.: MGK15100<br><a href="#">View</a>   <a href="#">Delete</a>                                 | \$ 95.63  | 12 1 QT   | \$ 1,147.56 |
|  72MB MOUSE GLUE BOARD 4.5-PEANUT BUTTER - 72/PK<br>Item No.: APG19470<br><a href="#">View</a>   <a href="#">Delete</a> | \$ 22.69  | 10 72/PK  | \$ 226.90   |

#### SHOPPING CART DETAILS

Items (9 units) \$ 5,569.08  
Total excl. tax \$ 5,569.08  
Total tax \$ 0.00  
Total \$ 5,569.08  
Unit total: 90 units of 9 items

- [Recalculate shopping cart](#)
- [Add to My Favorites](#)
- [Save as template](#)
- [Load template](#)
- [Empty shopping cart](#)

[Proceed to checkout](#)



## FORSHAW.com - How To: Order As A Template

**STEP 3:** Name your template and Click “Save”

close X

### SAVE ORDER TEMPLATE

Name\*

Test Order Template

Cancel **Save**

**STEP 4:** You can now use your templates for quick orders!

**STEP 5:** Open your shopping cart and Click “Load template”

### MY SHOPPING CART

Your shopping cart is empty.

### SHOPPING CART DETAILS

Recalculate shopping cart

Add to My Favorites

Save as template

**Load template**

Empty shopping cart

Proceed to checkout

**STEP 6:** Select which the template you'd like and click “Add to cart”

## ORDER TEMPLATES

|                                     | Name                | Created   |
|-------------------------------------|---------------------|-----------|
| <input checked="" type="checkbox"/> | Test Order Template | 9/11/2019 |

Account Dashboard  
View your company details here  
My orders  
My invoices  
My return orders

**Add to cart** | Remove items



## FORSHAW.com - How To: Order As A Template

**STEP 7:** Click “OK” on the pop-up

close X

### ORDER TEMPLATE(S) SUCCESSFULLY ADDED

Order template(s) successfully added to your shopping cart. Click 'Ok' to go back to the order templates overview.



**STEP 8:** Review and Finalize your order

A screenshot of a shopping cart pop-up. At the top, there is a search icon, a shopping cart icon with '90' items, and a user profile icon. The main content is titled 'LAST ADDED PRODUCTS TO YOUR SHOPPING CART' and lists three items: 'ONEGUARD - 1 QT' (12 1 QT, \$95.63), 'ADVION FIRE ANT BAIT - 25 LB' (2 25 LB, \$384.62), and 'ALPINE WSG - 500 GM' (4 EACH, \$182.97). At the bottom, it shows 'Total products: 90' and 'Total price: \$5,619.08'. There are two buttons at the bottom: a blue link '> View shopping cart' and an orange 'Checkout' button.

| Product Image | Product Name                 | Quantity | Price    |
|---------------|------------------------------|----------|----------|
|               | ONEGUARD - 1 QT              | 12 1 QT  | \$95.63  |
|               | ADVION FIRE ANT BAIT - 25 LB | 2 25 LB  | \$384.62 |
|               | ALPINE WSG - 500 GM          | 4 EACH   | \$182.97 |

Total products: 90    Total price: \$5,619.08

[> View shopping cart](#)    [Checkout](#)