



LeTip Wired Webstore

HOW TO ORDER CHAPTER SUPPLIES

Ordering Chapter Supplies: One common mistake a chapter can make when ordering supplies is not knowing their inventory on hand and having to place multiple orders throughout the month for items they forgot to order. To avoid paying extra shipping costs, at the end of each month check the levels of supplies your chapter has on hand and make a list of items running low. The chapter should keep enough on hand to break the supplies into two sets, this way if the President or Vice President cannot make the meeting, the other has supplies in their car to run the meeting. The webstore can be accessed by visiting www.letipwebstore.com or by logging into our members only website www.letipwired.com. Once logged in select the webstore from the menu options.

Step One: Who orders the chapter supplies

Select one board member to be the one who orders the chapter supplies as needed. This is usually done by the Vice President or Treasurer. Member's though can also access the webstore to order any of the per-paid items or a replacement name badge if they've misplaced theirs.

Step Two: Accessing the LeTip Webstore

The webstore can be accessed by visiting either one of the websites mentioned above. You may also visit LeTip Wired, though, this will require a member to login. Contact LeTip for assistance logging into LeTipWired.com.

However, once at the webstore site, you do not need a log in. Select "Products" from the top right-hand menu options to view the store menu. Now select from the Products menu options.

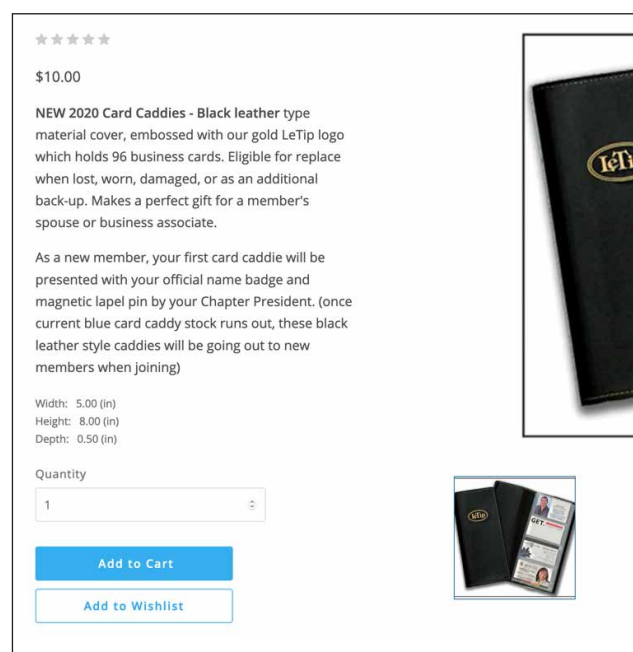


Step Three: Selecting the product

Once a menu option has been chosen, click on an item to view it's details.

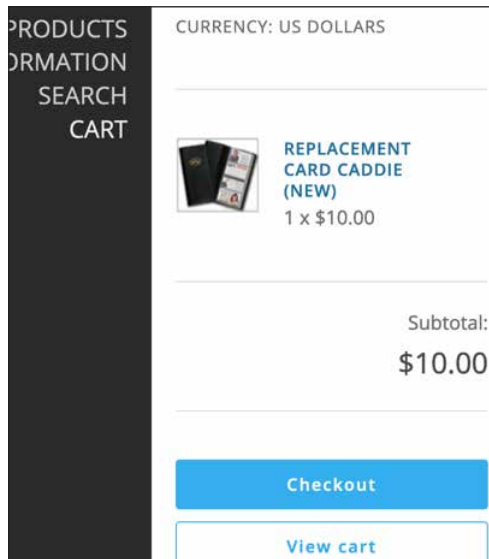


The product description and details are provided, select a quantity and click the blue button "Add to Cart" to order the selected item. The item can also be added to a wish list as saved to order in the fu-



Step Four: View Webstore Cart

When done shopping, click "Cart" (in the upper right hand menu). You may view the cart or proceed to checkout.



Step Five: Webstore Checkout

Final step, do not need to be a customer or have a log in to check out. Just type your email in the field and click the "Continue as a Guest" button. Complete your payment and shipping information and submit the order. Orders received are shipped within 24 hours. LeTip is closed on the weekends, so any orders placed then will be processed on Monday.

A screenshot of the LeTip webstore checkout process. It shows a vertical sequence of four steps: 1 Customer, 2 Shipping, 3 Billing, and 4 Payment. The 'Customer' step is active and contains the following text: 'Checking out as a Guest? You'll be able to save your details to create an account with us later.' Below this is an 'Email Address' field with a cursor inside. To the right of the field is a dark button labeled 'CONTINUE AS GUEST'. Below the email field is a checkbox labeled 'Subscribe to our newsletter.' and a link that says 'Already have an account? Sign in now'.

Products Menu Descriptions

Here is a brief description of what items can be found in each of the product menu options.

- **Badges** - order Top Tipper tags, board and committee tags and members replacement name badges (we will only issue badges for the active member and category currently on record in LeTip-Wired.com).

- **Chapter Supplies** - items are complementary, the group just pays shipping costs. Tip Forms, Escrow, Guest Labels, Alternate Labels, Creed Cards, Voting Ballots, Pack of 5's, Breakfast and Lunch Cards.

- **Pre Paid Meeting Essentials** - items are prepaid, Tip Bucket, Flags, Call Bells, Lapel Pins, Flip Charts, Replacement Card Caddy and chapter marketing cards.

- **Promotional Items** - items are prepaid, here you will find promotion LeTip items such as Polo Shirts, LeTip Tote bags, Networking Books, etc. These items make excellent gifts for a chapter member.

- **Training** - displays all the schedule LeTip training seminars, such as Network Training Seminar, White Badge training, Board Training, etc as scheduled. New members receive a promo code once their application is processed for them to type in when selecting a Networking Training Seminar (NTS) which covers the cost of the class. The NTS fee is included now in their enrollment fee.

Webstore Guidelines

Orders are shipped via UPS and a physical shipping address is required. No P.O. Box addresses are accepted. Some orders will be adjusted due to their size and if possible, shipped via USPS and a refund applied to the shipping cost if too small for UPS.

* **Note:** Some returns are considered on a case by case bases. Some items will require being shipped back to LeTip before a product refund will be applied. Shipping fees are final and non-refundable.