

# User Guide Page:

## **Welcome in the User Guide of TransEuroGift EASY SHOP.**

The shop is easy to use; you always have the opportunity to get back in previous steps, to ask help or to modify your order.

They are different steps:

### 1° Product choice

In the first step, you need to select the product(s) you are interested in.

### 2° Invoicing and delivery address

In the second step, you need to fill in your invoice address and your delivery address.

Note: if your invoice and your delivery address are the same one, you can only click on button “Same as invoice, click here”

### 3° Delivery date

You need to choose your target delivery date. The minimum delay is included between brackets.

Note a: there are no deliveries available during week-end and ferial days.

Note b: for each product there are different delivery delays.

### 4° Logo uploading

You need to upload your logo. If you do not have any logo, please select the square “no logo”. If you desire to print or emboss a logo in text, select “no logo” and write the text you need in last step, field “remark”.

### 5° Size, quantity

You need to select a product specificity (along your needs) and the size.

Note: this step can be detailed in two different steps.

### 6° Plating, colour, attachments, etc.

They are several steps depending on product category. In every step, the choice is clearly indicated.

### Summary Step:

In last step, you can check your order’ summary: please check carefully every step (delivery address, invoicing, colour, logo, etc.).

Fill in the “remark” field if you have any special instructions.

Fill in the payment method you desire. Along the method chosen, proceed to payment online, cash on delivery or 10 days after delivery (after acceptance).

If you need help, you can always contact us: [info@transeurogift.com](mailto:info@transeurogift.com)