



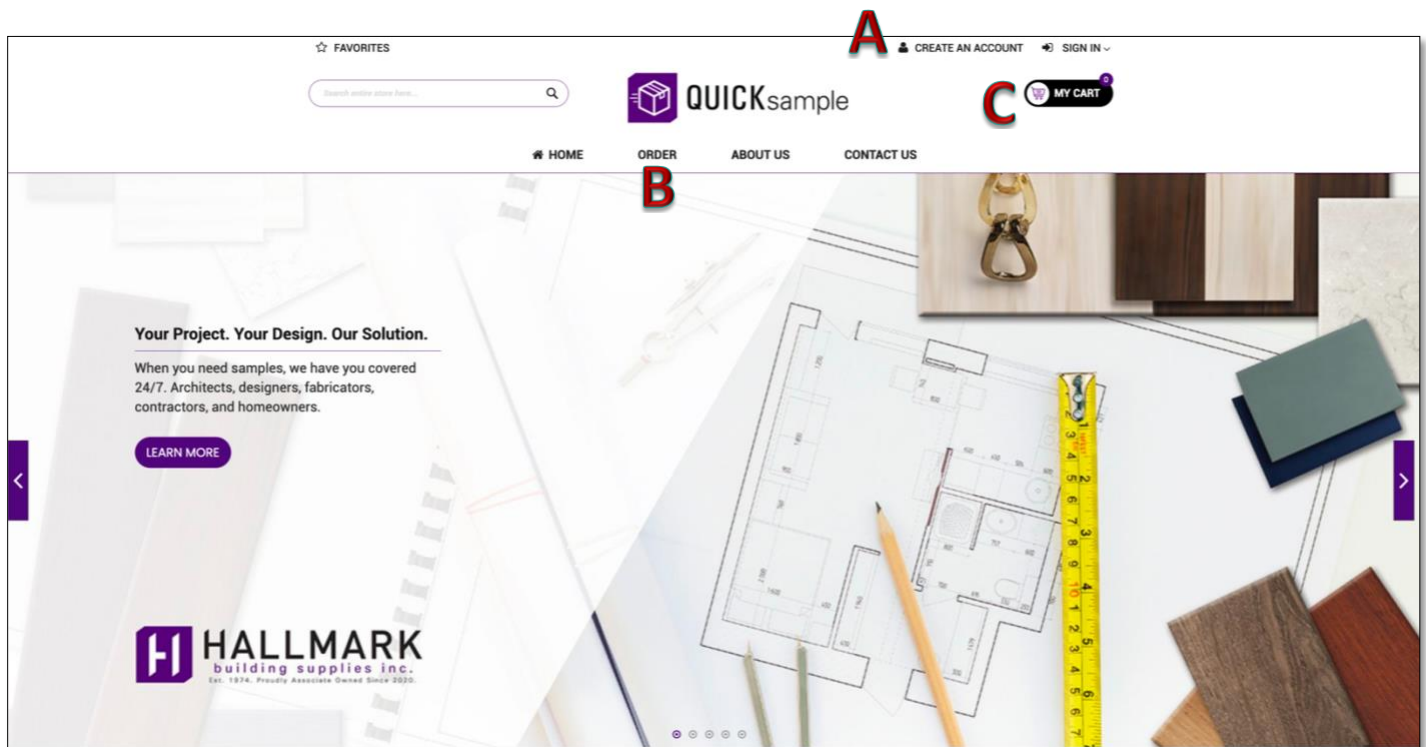
QUICKSAMPLE USER GUIDE

QuickSample.com is a service provided by Hallmark Building Supplies, Inc. —marketer and distributor of Corian® Design products, DuPont™ Tyvek® & Protec®, Zuri® Premium Decking by Royal, Fortress® Decking & Levanté® Aluminum Architectural Components. QuickSample.com is an easy online tool created to order all your samples and literature at no charge.

The user guide below takes you through the particular areas and provides details on navigating the site. Online ordering on QuickSample.com is as easy as 1-2-3. If you have any questions while on the site, please contact Hallmark Customer Service at 1-800-642-2246.

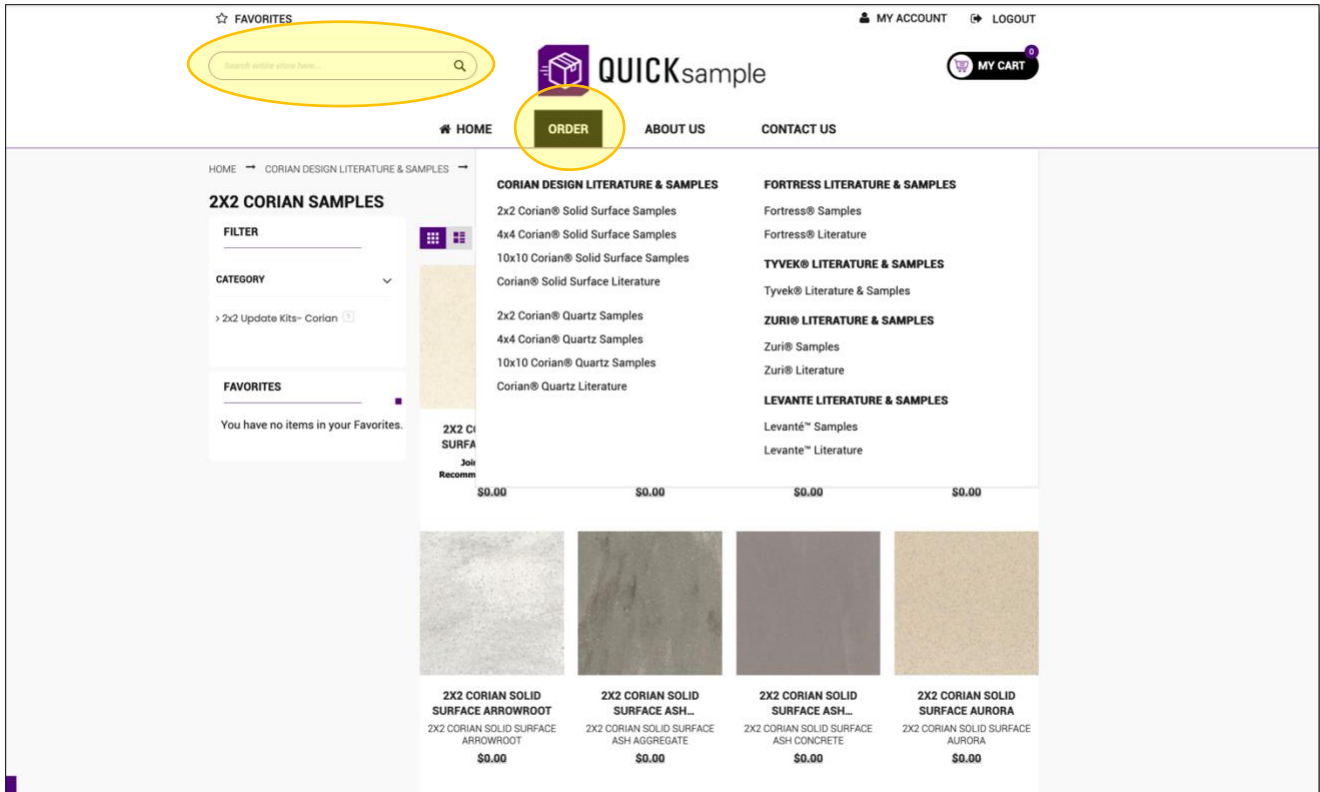
A. REGISTER

Begin registration by clicking the “Create an Account” link on the home page. If you were a user of the previous QuickSample site, you will need to re-register to use this upgraded version. Your email address will serve as your login and where order acknowledgements will be sent. You’ll use that order acknowledgement number in the future to track the status of your order.

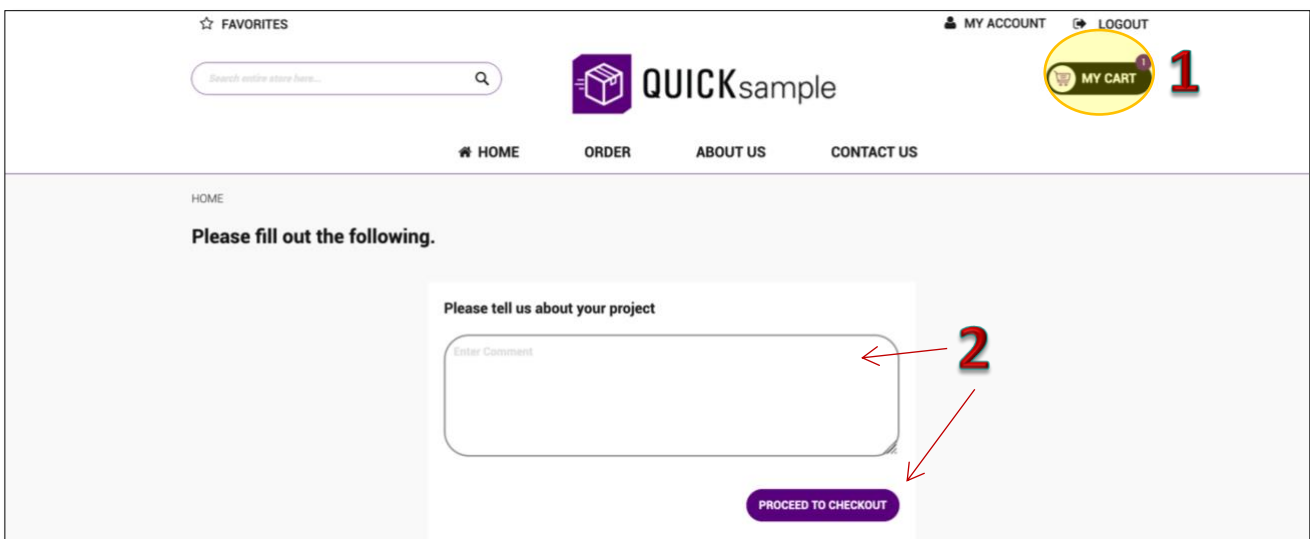


B. List of Samples and Literature

Once logged in, you can begin searching for samples and literature available to order, by going under the “Order” tab. You can also do a “Search” for the specific sample or literature. Select a product to review. If the selected product is the correct item you are looking for, you’ll click the “Add to Cart” button.



C. Shopping Cart



Once your item(s) have been selected and added to the cart:

1. Click on “My Cart”, highlighted above at the top of page, view your order and make any changes necessary. This is also where you can add multiple items (more than one of the same samples) in your shopping cart. If multiple quantities are needed adjust the quantity in the cart screen.
2. Please tell us about your upcoming project and if you have any special instructions put them in the highlighted area above.
3. Once you are ready to complete your order, click “Proceed to Checkout” button.

D. Checkout

The screenshot displays the QUICKsample checkout interface. At the top, the logo 'QUICKsample' is visible. Below it, a progress bar shows 'Shipping' as the current step (1) and 'Review & Payments' as the next step (2). The main content area is divided into two columns. The left column, titled 'Shipping Address', contains a form with the following text: 'Heather Schultz', 'Hallmark Building Supplies, Inc.', '901 Northview Road, Suite 100', 'Waukesha, Wisconsin 53188', 'United States', and '262-408-4242'. A red arrow points from a large red '1' to this address block. Below the address is a '+ NEW ADDRESS' button and a 'SEARCH ADDRESS' button. Underneath is a text input field for 'Customer Order Reference / Purchase Order Number'. The 'Shipping Methods' section shows three options: '\$0.00' (selected), 'Ground', and 'Free Shipping'. A 'NEXT' button is located at the bottom right of this section, with a red '2' next to it. The right column, titled 'Order Summary', shows '1 Item in Cart' and a list of items: 'FD-APEX SAMPLE 18"- BRAZILIAN TEAK' with a quantity of '1' and a price of '\$0.00'.

1. Under the Checkout, you can have your samples and literature sent to your address or to another location. Please be sure that all of your contact and shipping information is correct.
2. Once you have the correct Ship To contact and address entered, you can click “Next”.

E. Review Order

QUICKsample

Shipping Review & Payments

Payment Method

No Payment Information Required

My billing and shipping address are the same

Heather Schultz
901 Northview Road, Suite 100
Waukesha, Wisconsin 53188
United States
262-408-4242
[EDIT](#)

[SEARCH ADDRESS](#)

Order Comment

Chars Remaining

[PLACE ORDER](#)

Apply Discount Code


Order Summary

Cart Subtotal \$0.00

Shipping \$0.00
Free Shipping - Ground

Order Total \$0.00

1 Item in Cart

 **FD-APEX SAMPLE 18"-
BRAZILIAN TEAK** \$0.00
1

Ship To:

Heather Schultz
Hallmark Building Supplies, Inc.
901 Northview Road
Suite 100
Waukesha, Wisconsin, 53188
United States
262-408-4242

Shipping Method:

Free Shipping - Ground

1. Review billing and shipping information. Please, be sure that all of your billing and shipping information is correct.
2. If your Order Summary, Billing & Shipping information look correct, you can click "Place Order".

Orders placed before 1 p.m. will ship the same day. Please allow 7-10 business days for the order to arrive to you. If a specific sample is backordered, it will be indicated on your order acknowledgement. If you have an immediate need for samples and wish to provide your FedEx or UPS account number for overnight shipping, provide that information in the notes for your order.

F. Order History

You can view your Order History under your Account tab. Here you will be able to view orders you have placed for samples and literature. View orders by:

- Order Number
- Order Date
- Status
- Ship to Location
- Ship Via

- View Details

FAVORITES MY ACCOUNT LOGOUT

Search entire store here...

QUICKsample MY CART

HOME ORDER ABOUT US CONTACT US

ACCOUNT DASHBOARD

- Account Dashboard
- Address Book
- My Orders**
- Favorites

MY ORDERS

ORDER #	DATE	SHIP TO	ORDER TOTAL	STATUS
1176547	8/6/20	Heather Schultz	\$0.00	Complete

1 Item

View | Reorder

1

1. To view a complete order, click on “View”. When your order is shipped via UPS or FedEx, a tracking number will display in this section to use in tracking shipment.
2. To view Shipment details of the order, click on “Order Shipments”.

HOME ORDER ABOUT US CONTACT US

ACCOUNT DASHBOARD

- Account Dashboard
- Address Book
- My Orders**
- Favorites

ORDER # 1176547 COMPLETE

ORDER DATE: AUGUST 6, 2020

REORDER PRINT

Items Ordered **Order Shipments**

PRODUCT NAME	SKU	UOM	LOCATION	PRICE	QTY	SUBTOTAL
FD-I SERIES GROOVED BOARD...	FDISERIESGB6-CTG	EA	Denver	\$0.00	Ordered: 12 Shipped: 12	\$0.00
FD-I SERIES GROOVED BOARD...	FDISERIESGB6-CBC	EA	Denver	\$0.00	Ordered: 12 Shipped: 12	\$0.00
FD-I SERIES GROOVED BOARD...	FDISERIESGB6-OAP	EA	Denver	\$0.00	Ordered: 12 Shipped: 12	\$0.00
FD-I SERIES GROOVED BOARD...	FDISERIESGB6-TIC	EA	Denver	\$0.00	Ordered: 12 Shipped: 12	\$0.00
FD-I SERIES SELL SHEET	FDSELL-ISERIES	EA	Denver	\$0.00	Ordered: 40 Shipped: 40	\$0.00
FD-PRODUCT CATALOG APEX &...	FDPRODCAT	EA	Denver	\$0.00	Ordered: 35 Shipped: 35	\$0.00
FD-APEX SELL SHEET	FDSELL-APEX	EA	Denver	\$0.00	Ordered: 40 Shipped: 40	\$0.00
SUBTOTAL						\$0.00

2

- When your order is shipped via UPS or FedEx, you will find the tracking information under "Track this Shipment".

ACCOUNT DASHBOARD

- Account Dashboard
- Address Book
- My Orders**
- Favorites

ORDER # 1176547 COMPLETE
ORDER DATE: AUGUST 6, 2020

REORDER PRINT

Items Ordered **Order Shipments**

Track All Shipments
Shipment #2000000047

Tracking Number(s): 1Z20785A0397310244

PRODUCT NAME	SKU	UOM	LOCATION	QTY SHIPPED
FD-I SERIES GROOVED BOARD SAMPLE 6"-CAPE TOWN GREY	FDISERIESGB6-CTG	EA	Denver	12
FD-I SERIES GROOVED BOARD SAMPLE 6"-CARIBBEAN CORAL	FDISERIESGB6-CBC	EA	Denver	12
FD-I SERIES GROOVED BOARD SAMPLE 6"-OASIS PALM	FDISERIESGB6-OAP	EA	Denver	12
FD-I SERIES GROOVED BOARD SAMPLE 6"-TIGER COVE	FDISERIESGB6-TIC	EA	Denver	12
FD-I SERIES SELL SHEET	FDSELL-ISERIES	EA	Denver	40
FD-PRODUCT CATALOG APEX & I SERIES	FDPRODCAT	EA	Denver	35
FD-APEX SELL SHEET	FDSELL-APEX	EA	Denver	40

G. Edit Profile

- You can Update your contact information on the Account Dashboard under "My Account".

☆ FAVORITES MY ACCOUNT LOGOUT

Search entire store here...

[HOME](#) [ORDER](#) [ABOUT US](#) [CONTACT US](#)

ACCOUNT DASHBOARD

- Account Dashboard**
- Address Book
- My Orders
- Favorites

MY ACCOUNT

ACCOUNT INFORMATION

Contact Information
Heather Schultz
hschultz@hllmark.com
[Edit](#) | [Change Password](#)

ADDRESS BOOK [Manage Addresses »](#)

Default Account Address
Heather Schultz
Hallmark Building Supplies, Inc.
901 Northview Road
Suite 100
Waukesha, Wisconsin, 53188
United States
T: 262-408-4242
[Edit Address](#)

Default Shipping Address
Heather Schultz
Hallmark Building Supplies, Inc.
901 Northview Road
Suite 100
Waukesha, Wisconsin, 53188
United States
T: 262-408-4242
[Edit Address](#)