





## **Drop Ship (ALT+F12)**

Once you have entered the styles/sizes for your rental order, click on Drop Ship, or press the key combination ALT+F12 to enter the Drop Ship screen.

 Cancel F9	 Save F12	 Print Contract ALT+F2	 Replace ALT+F4	 Drop Ship ALT+F12	 Close Brk
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Be sure to check the box next to Residential Address if you are shipping to the consumer's residence.

Shipping/Billing Info

<b>Cancel Drop Ship</b>	Ship-To Name	<input type="text"/>	<b>Copy Customer Info</b>
	Format: FirstName LastName		
	<input type="checkbox"/> Residential Address		
	Address 1	<input type="text"/>	
	Address 2	<input type="text"/>	
	City/State/Zip	<input type="text"/> <input type="text"/> <input type="text"/>	
	Company	<input type="text"/>	
	Shipping Phone	<input type="text"/>	
Shipping E-Mail	<input type="text"/>		
Instructions to shipper	<input type="text"/>		
<input type="checkbox"/> Calculate Time & Costs		<input type="button" value="Save &amp; Close"/>	<input type="button" value="X Cancel"/>

Once you have entered the Name, Address 1, City/State/Zip, Shipping Phone, and Shipping E-Mail, click on Calculate Time & Costs

Shipping/Billing Info

**Cancel Drop Ship**

Ship-To Name   
Format: FirstName LastName  
 Residential Address

Address 1

Address 2

City/State/Zip

Company

Shipping Phone

Shipping E-Mail

Instructions to shipper

**Copy Customer Info**

Calculate Time & Costs       

Check the appropriate boxes for Shipping Methods and Return Methods (choose Store Drop-Off if your customer is returning to your store, or choose Ship Back ARS if you need us to enclose a return shipping label for your customer to ship back to our warehouse directly).

### Shipping Methods

Please select shipping method & price

Select	Method	Expected Delivery	Shipping Price	
<input type="checkbox"/>	UPS Ground	Thursday, 03/25/2021	\$20.00	
<input checked="" type="checkbox"/>	UPS SurePost	Thursday, 03/25/2021	\$10.00	

### Return Methods

Please select the customer's return method.

Select	Method	Shipping Price	
<input type="checkbox"/>	Store Drop-Off	\$0.00	
<input checked="" type="checkbox"/>	Return Shipping	\$10.00	

Then, click on Next.

### Confirmation

Please confirm shipping and return information.

**Use Date:** Saturday, 03/27/2021  
**In-House Date:** Thursday, 03/25/2021  
**Expected Ship Date:** Tuesday, 03/23/2021  
**Ship Method:** UPS SurePost, \$10  
**Return Method:** Return Shipping, \$10  
**Customer Drop-off/Ship Back Date:** Tuesday, 03/30/2021

Then, click on Finish.

Your drop ship confirmation will appear in red text saying DropShipped below the Use Date box, and your selections for Ship Method and Return Method will appear in the lower left portion of the Reservation Order Entry screen.

Reservation Order Entry		Book/Fit		Name	
Account #	TH2800	WEB	WEB	Bing, Chandler	
Tuxedo Den 1800 Rt 34 Ste 211 Wall Township, NJ 07719 732-414-1281 Jeffrey Richard Rippl		Occasion	SARNO/SON	Addr 1/2	401 S Washington Ave
Sarno & Son 401 South Washington Ave. Scranton PA 18505 (P) (800) 233-1404 (F) (570) 347-5246		Use Date	10/3/2020 <small>Use On: Saturday DropShipped</small>	Cty,St,Zp	Scranton PA 18505
		Ticket #	28850	Mobile #	570-504-2300
		Cust Type		Other #	
				Email	info@sarnotux.com
				Other ID	
Rent Buy History Shipping					
AM Brunswick Shale Notch 60					
Coat #	558	Size	42R	Alteration	
AM Shale Flat No Stripe					
Pants #	558M	Waist	34	Inseam	
				Outseam	39.5
MF White Trim Laydown NonPleat			Black w/ Silver Studs/Links		
Shirt #	137	Size	L5	Jewelry	SSB
AM Shale 5B Vest			AM Lavender Box Check Long Tie		
Acc #	558V	Size	M	Tie #	66LAVL
				Size	M
Monaco Black Calf			AM Lavender Box Check PSquare		
Shoe #	2002	Size	11.5	Other #	66LAVP
				Size	M
Basic Black Susp			BLUE Smart FW GB		
Other 2	BSUSP	Size	M	Other 3	GBLUE
				Size	M
Notes				Status	
				...	
Use Date: Saturday, 10/3/2020 In-House Date: Saturday, 10/3/2020 Ship Date: Thursday, 10/1/2020 Ship Back Date: Sunday, 10/4/2020 Ship Method: DROP SHIP UPS-Ground, \$10 Return Method: Ship Back ARS, \$10					
Cancel F9		Save F12		Print Contract ALT+F2	
		Replace ALT+F4		Drop Ship ALT+F12	
				Close Brk	
			Price \$233.00 Customer Discount \$20.00 Damage Waiver \$7.00 Tax \$0.00 <b>Total 220.00</b> Cost		
			Buy Items Rent Items CShATS0J000 Date Booked 8/20/2020 Ship By Date 10/1/2020 In Stock Date 10/7/2020 Status Date 8/20/2020 Current Status Not Printed Wed/Event # Transaction # TH2800-7377		