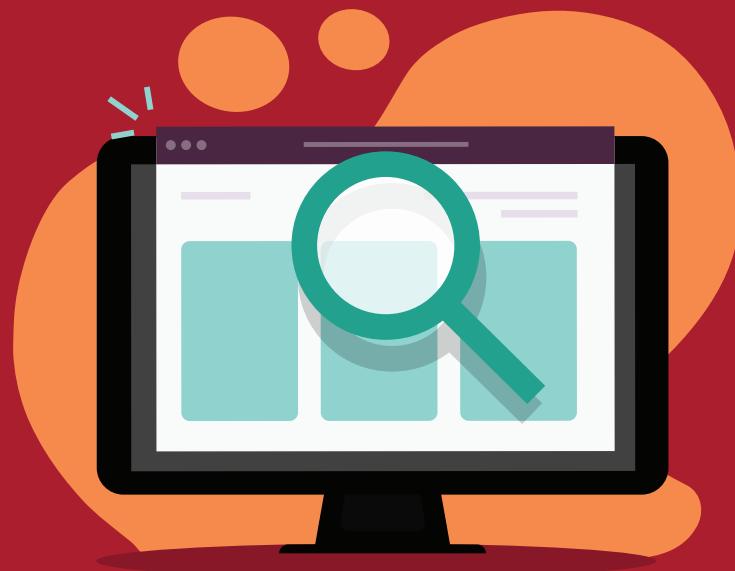


Your New SAGE Website is Ready to Proof

Before releasing your site to your clients it is important to check that everything is just the way you like it! Please use the steps below to not only quality check the content of the website but to also make sure that carts have all of the data you need from submission to fulfillment.



QUALITY CONTROL:

- Confirm your contact information to make sure your clients can easily reach you.
- Let your clients know what your hours are and your typical response time.
- Be sure to browse all non-product pages to make sure all other company info is correct.
- Do you have any social media links we can add to the website for you?
- Unless otherwise requested, all distributor sites will show coded catalog pricing. Do you have any adjustments you'd like to make to pricing?

ORDERING:

- Add a product to your cart and follow the steps to check out.
- Did your cart add tax for your tax nexus?
- Are the shipping charges what you expected to see? We have multiple shipping options if you need to try another method.
- The website will accept credit cards for you even if you do not have payment processing with SAGE.
- After checking all of these areas, submit your cart and proceed to testing fulfillment.

ORDER FULFILLMENT:

- The main contact for the website will be notified when you have an order. Do you need to add anyone else for this email?
- Review the order details in www.sagember.com. Work through what your fulfillment process is to make sure you have all of the data you need.

Please share any notes or requests you have with your Website Consultant if you would like to apply any additional changes to your SAGE website.

SAGE[®]