

Direct your internet browser to: <http://www.NonstopCouriers.com>

then click "Orders & Tracking".

Any questions please call Rick Slowicki at 877-415-7874 or

e-mail to [rick@nonstopcouriers.com](mailto:rick@nonstopcouriers.com).

The screenshot shows the Nonstop Couriers website interface. At the top left is the logo and phone number 1.877.415.RUSH. A navigation bar includes links for Home, Shipping Wizard, Your Account, About Us, and Help. A sidebar on the left lists: Open An Account, How it works, Contact us, and Overview of Services. The main content area features the Nonstop Couriers logo, the tagline 'The Leader in Same-Day Reliability', and an image of a delivery van. Below this is the MCAA logo and the text 'Member MCAA Messenger Courier Association of Americas'. The 'Login!' section contains fields for 'User Name:' and 'Password:', a 'GO!' button, and a link for 'New User? Register Here With Rewards!'. The 'Track a Package!' section has a 'Tracking No:' field and a 'GO!' button. To the right of these sections is a shipping options form with fields for 'From Zip:', 'To Zip:', 'Weight:' (set to 1 lb.), 'Pieces:' (set to 1), 'Package Type:' (set to Letter), 'Ready Time:' (set to Now), and 'Ready Date:' (set to Today), with a 'GO!' button at the bottom.

## Step 1

Type in User Name and Password, then click "Go".

OR

If you just want to track a package without having to login, enter the Tracking #.

### Login Information for:

User Name:

Password:

# Step 2

- Shipping
- Tracking
- Edit preferences
- Bar code entry
- Reports
- Edit address book
- Available service

## Shipping

Required fields are in bold

Quote

Order Form

<b>Account</b> Your Company	<b>Order</b> EZ Ship
Your Name: your name	Order:
Your Phone: your phone#	Route:

<b>Pickup Address Lookup</b>	<b>Delivery Address Lookup</b>
Name: p/u Company Name	Name:
Address: p/u Street address	Address:
Address: p/u Suite or Floor #	Address:
City: p/u City	City:
State: 0	State: 0
Zip: p/u Zip Code	Zip:
Contact: p/u Contact Name	Contact:
Phone: p/u Contact Phone	Phone:
Client Code:	Client Code:

Residence       Residence  
 My Address Only       My Address Only  
 Add to Address Book       Add to Address Book

Notes: Write any special instructions in this "Notes Box"  
We will be able to view them on our screen

<b>Service Items</b>	Pieces: 1	Weight: 1	Declared Value: 50
	Ready Time: Now	Ready Date: Today	
	Vehicle: Any	Description:	

<b>Service Summary</b>	Service:	Packaging: --Not Specified--
	Ready Time:	Ready Date:
	Due Time:	Due Date:
	Amount:	

<b>Billing Information</b>	Payment Type: Bill Me
Reference: your billing Ref #	B/L:

<b>Email Notification</b>	Send E-Mail To:	When shipment is:
		Delivered
		Delivered
		Delivered

**EZ Ship**

Save Order as EZ Ship

Quote

After Entering "Go", you will now be on your Shipping Screen, this is where your order details will be entered.

You must complete all the fields in bold. All rates and "deliver by" times are based on time of day, weight, vehicle type, and zip codes.

If Nonstop Couriers has picked up or delivered to any addresses for your company in the past, they will be in your address book, which you can view and select by clicking on "Lookup". All new addresses you enter will automatically added to your address book.

Enter the total # of pieces, total weight, the ready time and vehicle type (if you need anything larger than a car).

Don't choose a service yet, you will choose that after clicking "Quote".

Fill in your billing reference or PO # that you will see on your invoice. Up to 3 people can receive an email confirmation once the delivery is completed.

EZ Ship is for common orders that use the same p/u and delivery addresses for automatic entry the next time you place an order.

Click on the "Quote" button after filling in all the required information

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## Shipping

Quote

From Zip: 08054 To Zip: 19103 Weight: 1 lbs. Ready: 9/24/2003 03:32PM

Deliver By	Service	Rate	Carrier
Thu Sep 25			
12:00PM	Economy	\$22.80	Nonstop Couriers
Wed Sep 24			
06:02PM	Standard	\$28.50	Nonstop Couriers
04:52PM	SuperRush	\$35.65	Nonstop Couriers
None Available			

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### Step 3

Select a level of service based on the time you need the delivery to arrive by.

Take note that some services may be for arrival the next day.

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## Shipping

Required fields are in bold

Order Quote

**Order Form**

Account: Your Company  Order: EZ Ship

Your Name: your name Order:

Your Phone: your phone# Route:

Pickup Address <u>Lookup</u>		Delivery Address <u>Lookup</u>	
Name	p/u Company Name	Name	Destination Company
Address	p/u Street address	Address	111 Main St.
Address	p/u Suite or Floor #	Address	Suite 100
City	p/u City	City	Philadelphia

### Step 4

You will be sent back to the Shipping page, you now must click on the "Order" button to process the order.

# Step 5

This page confirms that your order has been sent to our system and is being dispatched.

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## Shipping

Print: [This Order](#) | [Shipping Label](#) | [Destination Map](#)  
Ship Another From: [This Location](#) | [Default Location](#) | [Another Location](#) | [R/T](#)

### Order Form

<b>Account</b>	Your Company <input type="text"/>	<b>Order</b>
Your Name:	<input type="text" value="your name"/>	Order: 3685
Your Phone:	<input type="text" value="your phone#"/>	Route:

<b>Pickup Address Lookup</b>	<b>Delivery Address Lookup</b>
Name: <input type="text" value="p/u Company Name"/>	Name: <input type="text" value="Destination Compan"/>
Address: <input type="text" value="p/u Street address"/>	Address: <input type="text" value="111 Main St."/>
Address: <input type="text" value="p/u Suite or Floor #"/>	Address: <input type="text" value="Suite 100"/>
City: <input type="text" value="p/u City"/>	City: <input type="text" value="Philadelphia"/>
State: <input type="text" value="0"/> <input type="button" value="v"/>	State: <input type="text" value="PA"/> <input type="button" value="v"/>
Zip: <input type="text" value="08054"/>	Zip: <input type="text" value="19103"/>
Contact: <input type="text" value="p/u Contact Name"/>	Contact: <input type="text" value="Sam"/>
Phone: <input type="text" value="p/u Contact Phone"/>	Phone: <input type="text"/>
Client Code: <input type="text"/>	Client Code: <input type="text"/>

Now you will be at the page where you print out "2" shipping labels to attach to the shipment.

You can print out a copy of the delivery details for your records, and you can schedule more deliveries.

You can also print out a map to the destination from Expedia to give to our driver for an accurate location.