

# SHIPPING INSTRUCTION FORMATS TO PREVENT DELAYS



## SHIPPING & BILLING

### SHIPPING / PICKUP INFORMATION



Please never use **Store Pick Up** option during check out. This could create confusion and delay the parts orders. Always use the **Ship to Me** option with one of the two following formats for Will Call or Drop Box. The Ship to Me options just gives the capability to enter the information how we would like to see it on our documents to prevent confusion. This option will not apply freight charges unless you have requested special freight options.

## STEP 1:

Go to 'My Account' and select 'Address Book' from the left hand menu.

## STEP 2:

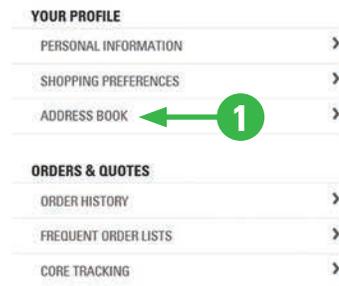
Select 'New Address' and indicate that it is a 'Shipping Address.'

## STEP 3:

Fill out the entire form for either Will Call or Drop Box with the following formats. Make sure you use the Zip codes.

## DROP BOX FORMAT

Home > My Account > Address Book



## ADDRESS BOOK

NEW ADDRESS

Please enter your address below and indicate if this is your shipping address, billing address or both:

Shipping address  
 Billing Address  
 Shipping and Billing Address

\* Denotes required fields.

\* Nick Name:  
Buckeye Drop Box

\* First Name:  
Buckeye

\* Street Address Line 1:  
Company Name

City:  
Buckeye Drop

State/Province:  
California

\* Email:  
Your Email

\* Last Name:  
Drop Box

Street Address Line 2:  
Attn: Your Name

\* Country/Region:  
United States

\* ZIP code/Postal code:  
Zip of the Drop Box Location

\* Phone number:  
Your Number

**NOTE:** Input the name of the Drop Box you would like to use.

**NOTE:** Zip of the Drop Box Location (Not Your Zip)

**NOTE:** Use this process to add address or other drop boxes that you commonly ship to.

For additional help please contact your Parts Rep:

Joe Junta California - 510.406.1273, jjunta@petersoncat.com

Erika Faieta California & e-Customer Support Manager - 510.677.0397, elfaieta@petersoncat.com



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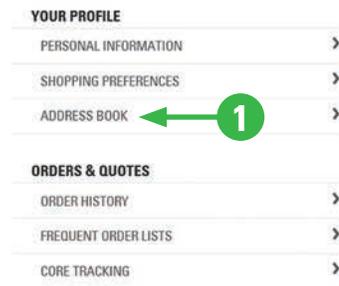
Select 'New Address' and indicate that it is a 'Shipping Address.'

## STEP 3:

Fill out the entire form for either Will Call or Drop Box with the following formats. Make sure you use the Zip codes.

## WILL CALL FORMAT

Home > My Account > Address Book



## ADDRESS BOOK

Please enter your address below and indicate if this is your shipping address, billing address or both:

Shipping address  
 Billing Address  
 Shipping and Billing Address

\* Denotes required fields.

\* Nick Name:  
Will Call (store location)   
Examples: San Leandro, San Martin, Santa Rosa, etc.

\* First Name:  
Will Call

\* Street Address Line 1:  
Company Name

City:  
Will Call

State/Province:  
California

\* Email:  
Your email

\* Last Name:  
Store Location   
Examples: San Leandro, San Martin, Santa Rosa, etc.

Street Address Line 2:  
Attn: Your Name

\* Country/Region:  
United States

\* ZIP code/Postal code:  
Zip of Store Location

\* Phone number:  
Your number

**NOTE:** Use this process to add address or other drop boxes that you commonly ship to.

Enter the Store Location that applies to you.  
(Where you want to pick the parts up at.)

Make sure the Zip Code is the Zip Code of the Store Location you choose. (Not Your Zip Code)

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**PETERSON**

