

OCEANZ UMBRELLAS
 511 Pullman Rd, Unit B-3
 Edgewater, FL 32132

oceanzumbrellas.com
 386-957-4480



OCEANZ ORDERING INSTRUCTIONS

experience a lifetime of quality

Oceanz has a Fair Pricing Policy that ensures the total price you pay will always be the same, whether you purchase a fully equipped product or choose to buy each piece separately. Most of our competitors will charge you for this convenience.

We have included in the catalog a section called Specification and Pricing. In this section you will find information on each product line. Please refer to that information when filling out your order form.

Following the ordering instructions, you will find a completed Sample Order Form.

HOW TO FILL OUT THE OCEANZ ORDER FORM

The order form has the standard **BILL TO** and **SHIP TO** sections that show Name, Address, City, State, Zip Code, Contact and Phone Numbers.

BILL TO:		SHIP TO:	
Your Company Name		Company Name	
Address1		Address1	
Address2		Address2	
City, State Zip		City, State Zip	
Phone:		Phone:	
Attn:		Attn:	

The next section asks for your tax ID, shipping method and a requested delivery date

Tax ID:	212-34567	Ship VIA:	UPS Ground	Requested Delivery Date:	ASAP
---------	-----------	-----------	------------	--------------------------	------

This section is where you need to enter Item Number, Frame Color Code, Fabric Color Code, Description, Quantity, Unit Price and Order Line Total. For a more detailed description of how to complete each column, see below.

Item Number	Frame Color Code If Applicable	Fabric Color If Applicable	Description	Qty	Price	Total

In the Item Number column, enter the Item Number referenced on the Specification Pricing Sheet for the product you want to order.

Item Number
R1090
DV
2P
FR1590

Frame Color Code If Applicable	Fabric Color If Applicable
BR	4603

The next 2 columns are Frame Color and Fabric Color codes. (Note that some items may not require information in these columns.)

You will find the color codes and their descriptions on the Specification Pricing Sheet.

In the example to the left, the frame color code used is BR which indicates a bronze colored frame. The fabric color code used is 4603 which indicates Jockey Red.

The Description column allows you to write the details of the product you are ordering. This is an important area for our customer service team, as it is a double check to confirm that the numbers and codes you have provided result in the product you want.

Description
Reef 9 foot Round Bronze frame with Jockey Red Cover Fabric

OCEANZ UMBRELLAS
511 Pullman Rd, Unit B-3
Edgewater, FL 32132

oceanzumbrellas.com
386-957-4480



experience a lifetime of quality

Item Number	Frame Color Code If Applicable	Fabric Color If Applicable	Description	Qty	Price	Total
R1090	BR	4603	Reef 9 foot Round Bronze frame with Jockey Red Cover Fabric	1	\$ xxx.xx	\$ xxx.xx
DV			Double Vent Fabric for 9 Foot Umbrella Above 10 % of Standard Cover Price	1	\$ xxx.xx	\$ xxx.xx
2P			2 PC Pole for Above Reef 9 Foot Umbrella	1	\$ xxx.xx	\$ xxx.xx
FR1590	S		Reef 6.5 foot Square Silver Frame Only	1	\$ xxx.xx	\$ xxx.xx

Here is where we hope this all makes sense; where the numbers, codes and descriptions work together to allow us to create the perfect product. In the example above, we want to order a complete Reef umbrella:

- Item Number #R1090
- Frame Color Code #BR (Bronze frame)
- Fabric Color Code #4603 (Jockey Red)

We want a couple of other options with this Reef umbrella. On the next 2 lines below it, we note these options:

- Our first option was Item Number DV, which indicates the Jockey Red cover fabric will be built with our Double-Vent option.
- The second option, Item Number 2P, indicates that we would like to have our Reef umbrella frame built with the 2-piece pole so it is easier to put into storage.

The second product we want to order:

- A Reef umbrella, frame only, Item Number FR1590 with a Frame Color Code S (silver frame).

A completed line will include information in the Description, Quantity, Price and Total columns.

For more information, please refer to the Sample Order Form included for your reference.

We hope that these instructions are helpful to you in creating the perfect umbrella for your customer. If you have any questions, please contact your Oceanz sales representative.