deluxe.

OrderPro Quick Reference Guide

Quick Steps for Reordering Business Checks and Products.

This Quick Steps guide is designed to provide basic steps for reordering business checks and products. For further information, access the Deluxe OrderPro online tutorial.

1. Log on to the Deluxe OrderPro system. The Order Search screen appears.*

Follow instructions on the Order Search screen and select "Business" to search for Deluxe order history.

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Order Search • Required
33332222 🗸
Account Number *
12345
O Personal O Business
Search

2. On the Order History screen, check the box next to the item to reorder and click the "Add to Order" button.

Branch: Dept: Program: 01 NONE		View History	Edit Info	Routing: 333322222	Account: 12345		Change
Order History 0							
ACME CONSTRUCTION 123 TEST STREET SHOREVIEW, MN 55126							
PRODUCT	STATUS	ORDER #	ORDER	DATE	SHIP DATE	QTY	
DELUXE HIGH SECURITY 3-ON MP CHECK	In Process	60649846	09/11/20	17		250	View
THE TRAVELLER	In Process	60641452	06/09/20	16		40	View
THE TRAVELLER	In Process	60632145	01/25/20	16		40	View
EXECUTIVE DESKBOOKS WIDEPOSITS	In Process	60632144	01/25/20	16		300	View

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01	C Program:		View History Edit	nto Routing:	Account	Change
	in the			333322222	12345	
Order Su	mmary 0					
TEM # 1						
e e e e e e e e e e e e e e e e e e e	B. 		Deluxe HS Ger (\$3220H5, \$32	eral Purpose 3-On- ROB), Blue Deluxe Hi er construction en ene nen ene nen en 1913 more about Imprint Printe	A-Page Check gh Security, Original Q Modily Imprint	\$109.99
ASE PRICE			\$109.99			
Starting Number		453	- Quan	tity	[250 V	-
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	16:					
hipping Addres						
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4. The Order Processing screen appears followed by the Order Confirmation screen.

	RPRO	Order Sea
Order Confirmation	0	
ORDER		SHIPPING METHOD AND
Order Number	60645647	PACKAGE STYLE MAY VARY
Customer Number	1243164801	
Routing Number	333322222	Business Orders Personal Orders ship in file
Account Number	20000002345	ship via UPS tamper-resistant packaging (Expedited orders may use UPS)
Estimated Order Total	\$130.77	
Order Date	09/11/17	
ITEM # 1:		
Product Description	Deluxe HS General Purpose 3	3-On-A-Page Check (53220HS, 532208), Blue Deluxe High Security, Original
Imprint	ACME CONSTRUCTION 123 TEST STREET BHOREVERS IN 55128	
Shipping Method	Standard Delivery - 14 Days	
Shipping Address	ACME CONSTRUCTION 123 TEST STREET SHOREVIEW, MN 55126	