

PROCEDURE TEMPLATE

Created: March 4, 2010

Effective: March 4, 2010

PURPOSE: Provide instructions for Gabriel Group G3 storefront ordering and instructions for production.

SYSTEM: Gabriel Group website (www.gabrielgroup.com)

RESPONSIBILITY: All associates of Gabriel Group

PROCEDURE:

Gabriel Group G3 Storefront Ordering Instructions

1. Go to www.gabrielgroup.com and click on “associate login” located in the bottom right corner.
2. Log in using your username & password as provided in training (or using your new password if you have recently changed yours). You can change your password under “My Profile.”
3. Order items as needed; all orders will be approved by Financial Services prior to going to production. Anything sales/marketing related will be paid for by EverView. Apparel & orders not approved by Financial Services can be paid for with cash, payroll deduction or Angel Bucks. Please see the front desk for how you will pay for these items.
4. If you are ordering items as part of a demonstration, please key “DEMO” in the Special Instructions section under Printing so the order is not approved.
5. Normal turn-time for items printed internally is 5 business days. If you need items more quickly than this, please note this in the Special Instructions. Production will evaluate the order and determine if the turn-around time requested is possible.
6. Apparel and other special orders will be placed on a quarterly basis only, or as enough orders become available. See the front desk for more information on when ordering will take place.