STOREFRONT PLANNING GUIDE

HEDERMAN BROTHERS

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Hederman.com

Select Today's Date

COMPANY CONTACT INFORMATION

COMPANY NAME			
PRIMARY CONTACT		EMAIL	
SECONDARY CONTACT		EMAIL	
ADDRESS			
CITY // STATE // ZIP		COMPANY URL	
COMPANY PHONE	COMPANY FAX	DIRECT PHONE	MOBILE PHONE

BILLING AND REPORTING

Note, all storefronts receive one monthly invoice. Please contact your salesperson or the storefront team for questions.

PAYMENT METHOD: ☐ Pricing shown on site to calculate totals but payment is billed monthly offsite ☐ Credit Cards (authorize.net)

HOW DOES CUSTOMER NEED TO RECEIVE INVOICES? ☐ Mail ☐ Email
Please provide valid email address

Special fields to include on billing spreadsheet (i.e. location, department, cost center, user, etc.)

IS THE CUSTOMER TAX EXEMPT? ☐ Yes ☐ No **ARE PURCHASE ORDERS REQUIRED?** (ex. Monthly or Blanket PO) ☐ Yes ☐ No

GENERAL STOREFRONT OVERVIEW

STOREFRONT TYPE: ☐ **B2B / Business to Business** *Monthly Emailed Invoice or Credit Card* ☐ **B2C / Retail Business to Consumer** ****NOTE CREDIT CARD ONLY****

PRODUCTS & CATEGORIES:

Estimated Number of Unique Products: ☐ 1–25 ☐ 26–50 ☐ 50–100 ☐ 100+

Estimated Number of Categories: ☐ 1–10 ☐ 11–20 ☐ 21–50 ☐ 50+

Suggested Quantity Range: MINIMUM MAXIMUM

Type of Products: ☐ POD Custom *(Print on Demand)* ☐ POD Static *(Print on Demand)* ☐ Downloads/Assets

☐ Inventory/Fulfillment
Inventory Management: ☐ Yes ☐ No

SKU NUMBERS: ☐ Hederman to Assign ☐ Customer Will Provide

PLEASE LIST PREFERRED URL FOR STOREFRONT
(include alternative options if first choice is unavailable).
Ex. Companyname.hederman.com

LOCATIONS: ☐ 1–10 ☐ 11-20 ☐ 21-50 ☐ 50+ ***CLICK ON THE PAPERCLIP ICON TO SEND SPREADSHEET WITH LOCATION INFO / ADDRESSES OR SEND AS SEPERATE FILE*

SHIPPING MODE: *Select One Option*
☐ Shipping to Office Locations Only *(Global for all users & can not be used with credit card sites)*
☐ Custom Address Book Shipping Only *(Entered by user and saved to their account only)*
☐ Both

CHECKOUT FIELDS: (CAN BE REQUIRED IF APPLICABLE) ☐ Department ☐ Cost Center ☐ PO # ☐ Disclaimer Other _____

BILLING ADDRESS OPTIONS: *Select One Option*
☐ Selected from Location List In Shopping Cart
☐ Option to Enter Custom Billing Address In Shopping Cart
☐ Option to Only Have One Master Billing Address
☐ Same as Users Shipping Address *(Billing address will be hidden with this option)*

SHIPPING METHOD: ☐ UPS on HB's Account ☐ HB Local Delivery ☐ UPS or FedEx on Customer's Account Other _____

Customers Shipping Method/Account Number/Billing Zip if using their shipping method account

UPS Ground is default option. List additional methods if needed. (ex. UPS 2nd Day Air, UPS Next Day Air, etc.)

END USER PREFERENCES

SITE ACCESS:

Only pre-approved users may access site: ☐ Yes ☐ No ***Click on the Paperclip ICON to Send spreadsheet with full name, email address, location, username (optional) and password or send as seperate file*

Self-registration allowed to access site: ☐ Yes ☐ No ***Mark Yes or No in the* **APPROVALS** *section if they need to be approved.*

USER GROUPS:

Are multiple user groups required? ☐ No ☐ Yes, ***Contact your sales representative or the storefront team to discuss.*

SITE INTERACTION & VISUAL PREFERENCE:

Do you want prices to be visible on the site? ☐ Yes ☐ No

Do you want specs to be visible on the site? (trim size, paper, inks, etc.) ☐ Yes ☐ No

Do you want users to have the ability to download PDFs of the items/artwork? ☐ Yes ☐ No

ADMINISTRATOR INFORMATION AND NOTIFICATIONS

PREFERRED ADMIN:

ADMIN NAME	ADMIN EMAIL
PREFERRED USERNAME	PASSWORD

SECONDARY ADMIN:

SECONDARY ADMIN NAME	SECONDARY ADMIN EMAIL
PREFERRED USERNAME	PASSWORD

APPROVALS:

BY ORDER ☐ Yes ☐ No **BY SPECIFIC PRODUCT(S)** ☐ Yes ☐ No **BY SELF-REGISTRATION USERS** ☐ Yes ☐ No

APPROVER(S) ACCOUNT NAME	EMAIL
APPROVER(S) ACCOUNT NAME	EMAIL
APPROVER(S) ACCOUNT NAME	EMAIL

NOTIFICATIONS:
Some are on by default

	END USER	ADMINISTRATION
When order is placed:	■ Yes	☐ Yes ☐ No
When order is pending approval:	■ Yes ☐ No	☐ Yes ☐ No
When order is approved and placed:	■ Yes ☐ No	☐ Yes ☐ No
When order is declined:	■ Yes ☐ No	☐ Yes ☐ No
When order has shipped:	■ Yes ☐ No	☐ Yes ☐ No
When user has self-registered:	■ Yes ☐ No	☐ Yes ☐ No
When product inventory is low:		☐ Yes ☐ No

USE THIS SECTION FOR ADDITIONAL NOTES

Click the attachment button to the left or use the field below for additional information such as username, location list, product names, SKU numbers, category or tax breakdowns, product descriptions or any special instructions.

Please provide list of users, location list and product database(s) as an Excel file.