

Welcome to First International Courier's online ordering system.

Simply follow the step-by-step instructions below to conveniently place your online shipping order.

1

To begin the ordering process, click on CLIENT LOGIN located in the lower left corner of the First International Courier home page.

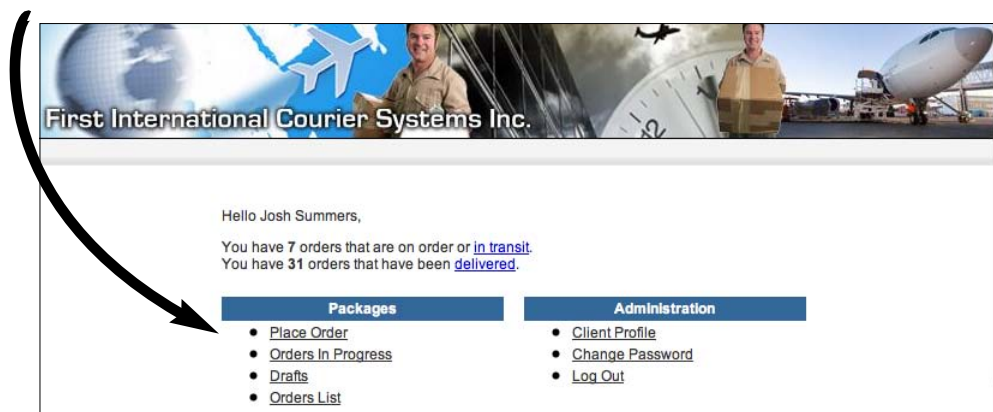


2

A window will open up prompting you to login with your user name and password.

3

The main shipping menu will now appear. To place a shipping order, please click on PLACE ORDER.



# 4

You are now ready to begin placing your order.  
Complete the form as instructed.

Select the BILL TO company using the pull down menu.

Please add a description of the contents here.

Any additional or important information that we should know about? Please specify here.

First International Courier Systems Inc.

HOME  
Place Order  
Orders List  
Log Out

ONLINE ORDER

Time Ready: Jul 26 2006 9:00 PM  
Deadline: Jul 26 2006 9:00 PM  
Bill To: PHILIPS MEDICAL SYSTEMS  
Client Role:  Shipper  Consignee  Third Party

**Shipper Information**  
Shipper: \_\_\_\_\_ Phone: \_\_\_\_\_  
Company: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State/Province: \_\_\_\_\_  
Country: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
Reference: \_\_\_\_\_

**Consignee Information**  
Consignee: \_\_\_\_\_ Phone: \_\_\_\_\_  
Company: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State/Province: \_\_\_\_\_  
Country: \_\_\_\_\_ Postal Code: \_\_\_\_\_

**Delivery Information**  
Quantity 1 Length 1 Width 1 Height 1  
Weight 1  lbs  kg  
Dry Ice Wt: 0 Declared Value for Customs 1.0  
Complete Description of Contents: \_\_\_\_\_  
Special Instructions: \_\_\_\_\_

Process Order Save Draft Close

Select the date and time using the convenient pull down menus.

Choose SHIPPER, CONSIGNEE or THIRD PARTY and the contact information will automatically appear in the fields below.

Specify LENGTH, WIDTH and HEIGHT using numerals only. You do not need to add the symbol for inches.

Once your order is complete, select PROCESS ORDER.

If your order is not ready and you wish to save it for later, select SAVE DRAFT.

If you wish to cancel this order without saving, select CLOSE.

# 5

Once you have selected PROCESS ORDER, a summary of your order will appear. Please confirm your order details.

**First International Courier Systems Inc.**

HOME ONLINE ORDER BACK

Place Order  
Orders List  
Log Out

Order No: **A04946**  
Order Date: **2006-07-26**  
Time Ready: **2006-07-26 10:15 PM**  
Deadline: **2006-07-26 10:15 PM**  
Bill To: **PHILIPS MEDICAL SYSTEMS**

**Shipper Information**  
Shipper: **Joe Test 905 555-9999**  
Company: **PHILIPS MEDICAL SYSTEMS  
281 HILLMOUNT ROAD  
Markham, ON  
Canada L6C2S3**

Reference:

**Consignee Information**  
Consignee: **Mary Brown 212 555-6666**  
Company: **Standard Health Clinic  
345 - 10th St  
New York, NY  
US 12345**

**Delivery Information**  
Pieces **1** Length **5.0" x 10.0" x 8.0" (l x w x h)**  
Weight **1.0 lbs** Dim. Weight **2.4 lbs**  
Complete Description of Contents:  
Special Instructions:

Instructions:  
Once you have submitted your order, you will receive a confirmation email. Our Dispatch office will receive a notification that your order is waiting.  
If your order is under tight timelines, please call our office directly at 416-968-2000.  
Thank you.

Submit Order Edit Order Close

If the order is correct, proceed to SUBMIT ORDER. If it is not correct and you would like to make changes, click EDIT ORDER. You will be redirected to your order page where you can make corrections.

# 6

After selecting SUBMIT ORDER, a confirmation record will be generated with your order number. You may print a summary and confirmation by clicking on PRINT ORDER at the bottom of the window.

**First International Courier Systems Inc.**

HOME ORDER PROCESSED BACK

Place Order  
Orders List  
Log Out

Thank You, your order has been received.  
Your order is A04941  
[Print Order](#)

# 7

A print dialog box will appear as well as this printable page. If a print dialog box does not open, then click on PRINT at the top right hand of the page. When you are finished printing, click on CLOSE.

[Print](#) | [Close](#)

### First International Courier Systems Inc.

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Order Date: **2006-07-26**  
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Bill To: **PHILIPS MEDICAL SYSTEMS**

**Shipper Information**

Shipper: **Joe Test 905 555-9999**  
Company: **PHILIPS MEDICAL SYSTEMS**  
**281 HILLMOUNT ROAD**  
**Markham, ON**  
**Canada L6C2S3**

Reference:

**Consignee Information**

Consignee: **Mary Brown 212 555-6666**  
Company: **Standard Health Clinic**  
**345 - 10th St**  
**New York, NY**  
**US 12345**

**Delivery Information**

Pieces	<b>1</b>	Length	<b>5.0" x 10.0" x 8.0" (l x w x h)</b>
Weight	<b>1.0 lbs</b>	Dim. Weight	<b>2.4 lbs</b>

Complete Description of Contents:  
Special Instructions:

# 8

Your order has been placed and confirmed. To check your order's status at any time, return to the main shipping menu and select **ORDERS IN PROGRESS**.

First International Courier Systems Inc.

Hello Josh Summers,

You have 7 orders that are on order or [in transit](#).  
You have 31 orders that have been [delivered](#).

Packages	Administration
<ul style="list-style-type: none"><li>• <a href="#">Place Order</a></li><li>• <a href="#">Orders In Progress</a></li><li>• <a href="#">Drafts</a></li><li>• <a href="#">Orders List</a></li></ul>	<ul style="list-style-type: none"><li>• <a href="#">Client Profile</a></li><li>• <a href="#">Change Password</a></li><li>• <a href="#">Log Out</a></li></ul>

**If you have any problems or concerns, please call us at 1-888-274-7874**