

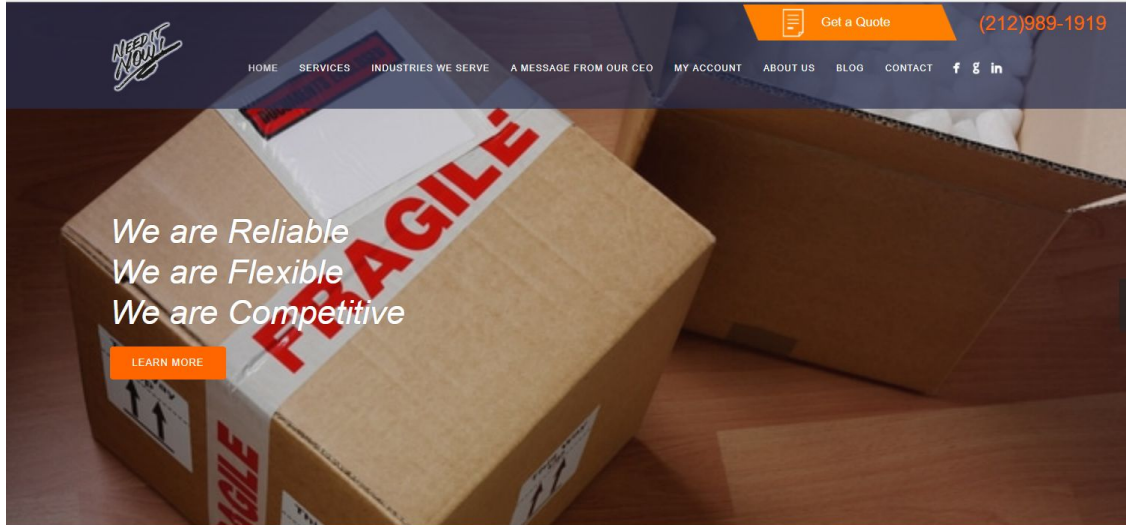


## Quick Reference Guide

<https://needitnowcourier.com/>

*Updated 11/22/17*

# Greetings!

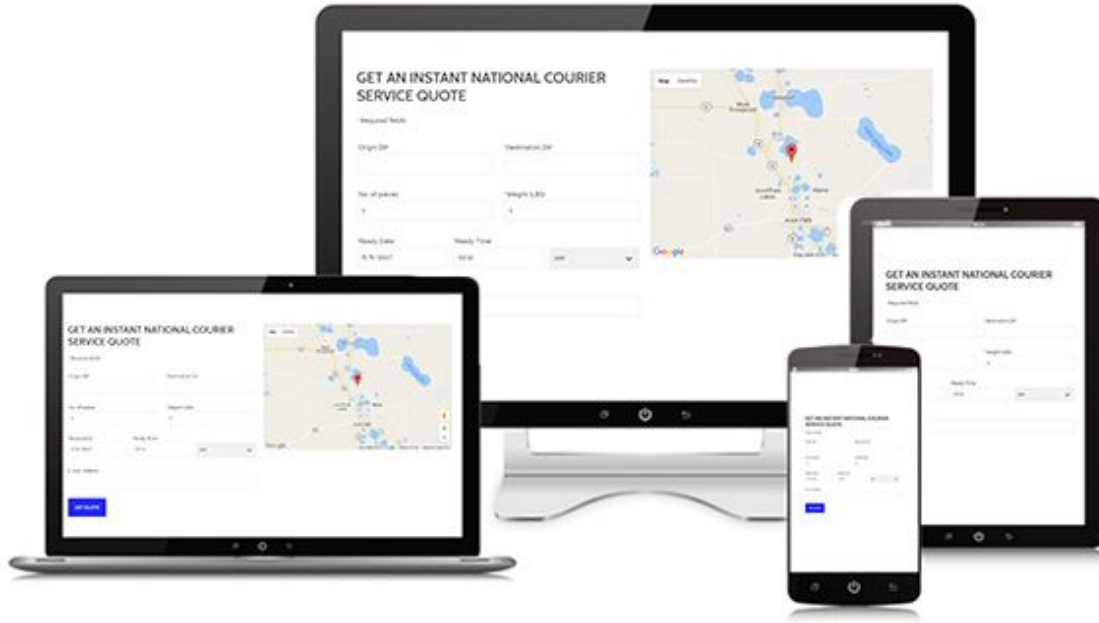


Need It Now Courier is a professional Same Day Courier Service.

As your preferred Same Day Courier provider, our ambition is to make ordering, tracking and reporting as seamless as possible.

Need It Now Courier is part of the national Need It Now Delivers Company (<https://nindelivers.com/>).

# New Technology



Our new technology platforms will enhance the overall customer experience.

The first thing you will notice is that our new website is designed to put information at your fingertips and make ordering easy.

[\(https://needitnowcourier.com/\)](https://needitnowcourier.com/)

Now, you can easily:

- [Get a QuickQuote](#)
- [Place Orders On-Line](#)
- [Track Packages](#)
- [View Reports](#)
- [EZ Ship](#)

# Quick Quote

The screenshot shows the NYC Courier website's 'QUICK QUOTE' page. The top navigation bar includes links for HOME, SERVICES, INDUSTRIES WE SERVE, A MESSAGE FROM OUR CEO, MY ACCOUNT, ABOUT US, BLOG, CONTACT, and social media icons. A 'Get a Quote' button is highlighted in the top right. The main heading 'QUICK QUOTE' is centered. Below it, a table shows shipping options with columns for Description, ReadyDate/Time, DueDate/Time, and AmountCharged. A red box highlights this table. Below the table are buttons for 'SHIP NOW' and 'CREATE AN ACCOUNT'. A large form titled 'GET AN INSTANT COURIER QUOTE' is highlighted with a red box and contains fields for Origin ZIP, Destination ZIP, No. of pieces, Weight (LBS), Ready Date, Ready Time, E-mail Address, and Vehicle/Service Type. A map of New York City is shown to the right of the form. A red box highlights the 'GET QUOTE' button at the bottom left. Numbered annotations (1, 2, 3, 4) are placed around the page: (1) on the 'Get a Quote' button, (2) on the form title, (3) on the 'GET QUOTE' button, and (4) on the table.

Description	ReadyDate/Time	DueDate/Time	AmountCharged
Express Vehicle (Approx 2 Hr)	11/22/2017 14:14	11/22/17 16:14	\$41.52
Standard Vehicle (Approx 4 Hr)	11/22/2017 14:14	11/22/17 18:14	\$30.72

**GET AN INSTANT COURIER QUOTE**

\* Required fields

\*Origin ZIP: 43081 \*Destination ZIP: 43035

\*No. of pieces: 1 \*Weight (LBS): 1

\*Ready Date: 11/22/2017 \*Ready Time: 02:14 PM

E-mail Address: Vehicle/Service Type: Any Vehicle

**GET QUOTE**

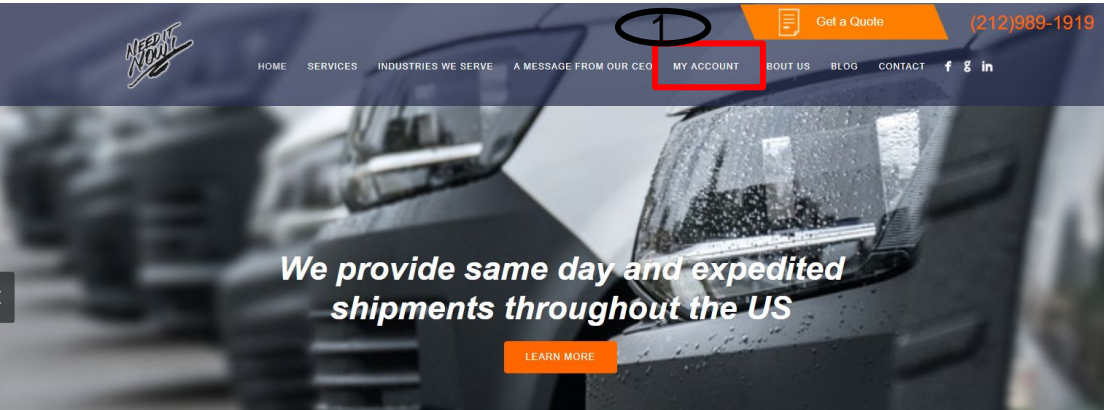
## To Get a Quick Quote:

- (1) Click “**Quick Quote**” in top menu
- (2) Enter information
  - a. origin & destination zip codes
  - b. number of pieces to transport
  - c. total weight of all items
  - d. ready date and time for pickup
  - e. vehicle type needed for job (default is car, if not entered)

(3) Click “**Get Quote**”

(4) **Results** show approximate time for service, confirms date/time & initial estimated rate

# Login To Account



## To Get a Quick Quote:

(1) Click **“My Account”** in top menu

# Login To Account



[Home](#) [Orders & Tracking](#) [Setup Preferences](#) [About](#) [Help](#)

User Name:   
Password:

[Order without account](#)  
[New User? Create Account](#)  
[Why Create Account?](#)  
[Lost your Password?](#)

Tracking No:

Compare standard shipping options  
[or create your own!](#)

From:   
Zip:   
To Zip:   
Weight:   
Pieces:   
Ready Time:   
Ready Date:

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## Placing an Order:

If you are account holder, Login to access your account information for convenient access

(1) Enter Username & Password.

# Placing an Order

LOGIN



1

Home | **Orders & Tracking** | Setup Preferences | About | Help

Shipping  
Tracking  
Edit preferences  
Reports  
Edit address book  
View invoices

**Shipping**  
**Required fields are in bold**  
  
  
Order Form  
  
Account:  Order:   
Name:   
Phone:   
Email:

## Placing an Order:

If you are account holder, Login to access your account information for convenient access

(1) Click on “Orders & Tracking”.

## COURIER DELIVERY SHIPPING FORM

**NEED IT NOW DELIVERS!**

[Home](#) [Orders & Tracking](#) [About](#) [Help](#)

### Shipping

Required fields are in bold

Order Form

Order

Name:  2

Phone:

Email:

☐ Switch Pickup and Delivery (Flip) ☐ Switch

Pickup (Stop1) Address

Company  3

Address

Room

City Atlanta

State

Country USA

Zip

Contact

Phone

Destination

Company  4

Address

Room

City

State

Country USA

Zip

Contact

Phone

Residence ☐ Residence ☐

Notes:

Service Items

Pieces  1 5 Total  1 ?

Weight

Ready Time 8:30AM Ready Date Today

Vehicle Any 6

Service Summary

## Placing an Order (cont.):

- (1) Click on “Login” in header menu to access Shipping Form
- (2) Enter Customer Contact information
- (3) Enter Pickup Information (use customer or company name in “Company” field)
- (4) Enter Delivery Information
- (5) Enter information about the items to transport and appropriate sized vehicle.
- (6) Enter information about items to transport



## Placing an Order (cont):

(7) Enter number of pieces and the total weight of all items combined.

(8) Enter time and date that item(s) will be ready and appropriate vehicle to transport item(s)

(9) Enter service type (ie. Express Service) and package information

(10) Enter email address to receive order confirmation and status update

(11) Press Quote

Notes:

---

Service Items

Pieces:  Total Weight:  1 ?

Ready Time:  Ready Date:

Vehicle: Any  Description:

---

Service Summary

Service: --Unassigned--

Pkg. type: --Not Specified--

Ready Time:  Ready Date:

Due Time:  Due Date:

Amount:

---

Order References

Reference:  Bill (Alias):

Invoice:  Order:

---

Billing Information

Payment Options:  VISA

---

Email Notification

Send E-Mail To:

When Shipment is:

Created

Pickedup


Delivered

---

[Company Terms and Conditions](#)

[Quote](#)

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## COURIER DELIVERY SHIPPING FORM

**NEED IT NOW**  
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[Home](#) [Orders & Tracking](#) [About](#) [Help](#)

### Shipping

Quote


From Zip: 30308 To Zip: 30308 Weight: 1 lbs. Ready: 7/16/2017 03:00PM

Deliver By	Service	Rate	Cart
Sun Jul 16 05:30PM	Express	\$25.24 expressway	12 <a href="#">Select</a>

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## Placing an Order (cont):

(12) Press Select to reopen order information

Zip  Zip   
 Contact  Contact   
 Phone  Phone   
 Residence ☐ Residence ☐  
 Notes:   
 Service Items  
 Pieces  Total  ?  
 Weight   
 Ready Time:  Ready Date:   
 Vehicle:  Description:   
 Service Summary  
 Service:   
 Pkge Type:  **13**  
 Ready Time:  Ready Date:   
 Due Time:  Due Date:   
 Amount:   
 Order References  
 Reference  B/L (Alias)   
 Invoice  Other   
 Billing Information  
 Payment Options   
 Email Notification  
 Send E-Mail To:   
 When shipment is:  
 Created   
 Pickedup   
 Delivered   
**14** ☒ [I agree to the company Terms and Conditions.](#)  
**15**    
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## Placing an Order (cont):

(13) Review order information

(14) Click to accept Terms and Conditions

(15) Press Order

# Tracking a Package



## Track a Package:

- (1) Click Tracking on menu
- (2) Enter Tracking Number
- (3) Click "Track It" Button

## Track a Package (cont.):

Status of order view

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DELIVERS!

[Home](#) [Orders & Tracking](#) [Setup Preferences](#) [About](#) [Help](#)

Shipping

Tracking

Edit preferences

Reports

Edit address book

View invoices

### Tracking

---

#### Tracking Details

Ordered	Ready	Dispatched	Picked Up	Delivered
7/10/2017 1:23PM	7/10/2017 1:22PM	7/10/2017 1:44PM	7/10/2017 2:24PM	7/10/2017 3:36PM

#### Shipment Activity

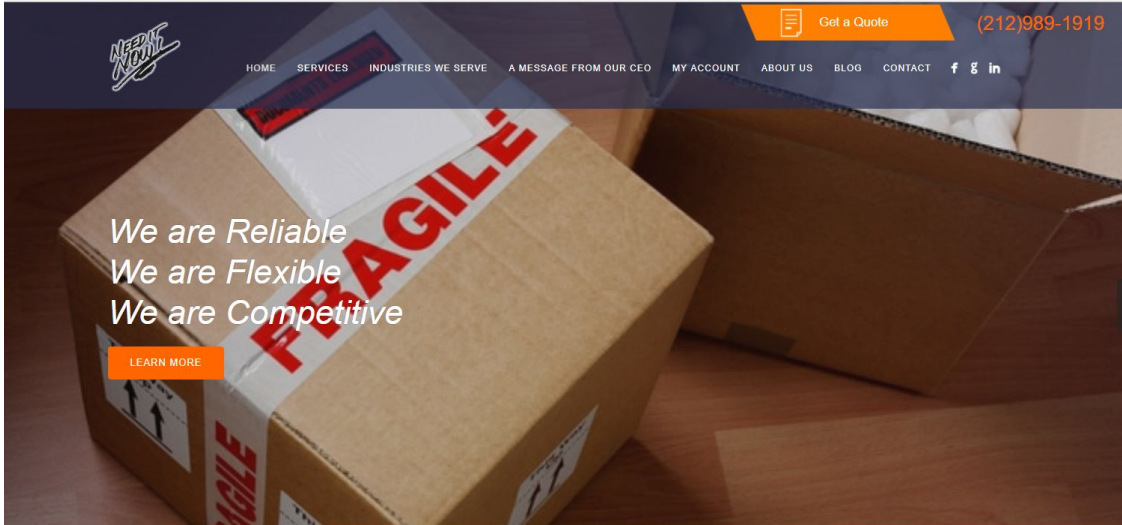
Event	Recorded Time	Event	Note
7/10/2017	3:36:54 PM	Package Delivered	7/10/2017 3:36:00 PM
7/10/2017	1:24:01 PM	In Transit	

#### Order Information

Tracking Number	269-*
Ready	7/10/2017 1:22PM
Signed By	M
Service	Express
Weight	1 lb.
Pieces	1
Delivery City	Rocky Hill
Delivery State	CT

Tracking No:

# View Reports



## View Reports

As an account holder, you can view reports related to your account that have been setup. Please call and request reports to be setup for your account.

To view reports that are available on your account:

(1) Click My Account

# View Reports



[Home](#) [Orders & Tracking](#) [Setup Preferences](#) [About](#) [Help](#)

User Name:   
Password:

[Order without account](#)  
[New User? Create Account](#)  
[Why Create Account?](#)  
[Lost your Password?](#)

Tracking No:

Compare standard shipping options  
[or create your own!](#)

From:   
Zip:   
To Zip:   
Weight:   
Pieces:   
Ready Time:   
Ready Date:

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## View Reports (cont.):

At log in screen:

- (2) Enter User Name
- (3) Enter Password
- (4) Press GO button

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DELIVERS!

Shipping  
Tracking  
Edit preferences  
Reports  
Edit address book  
View invoices

**Shipping**

Required fields are in bold

Quote

Order Form

Home **Orders & Tracking** Setup Preferences About Help

## View Reports (cont.):

(5) Click on Orders & Tracking from header menu




## View Reports (cont.):

(6) Select Reports from menu

(7) Click on the Report that you want to generate from the menu.

Clicking on a report will generate a query specific for that report.



[Home](#) [Orders & Tracking](#) [Setup Preferences](#) [About](#) [Help](#)

[Shipping](#)  
[Tracking](#)  
[Edit preferences](#)  
[Reports](#)  
[Edit address book](#)  
[View invoices](#)

## Reports

Order Charges Report

Account: Sample Customer

From Date: Jul 26 2017

To Date: Jul 26 2017

Auth Reference:

Invoice Reference:

Alias:

Service: --ALL--

Order By: Order Number

Layout: Default

Sub-Totals: ☐

Ship To Code: ☐

Submit

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## View Reports (cont.):

Clicking on a report will generate a query for that report.

(8) Enter information that you want to use to determine report parameter.

(9) Press Submit

Order Charges

Totals

Account: Sample Customer, Dates: 7/26/2017-7/26/2017, Reference: All, Invoice Reference: , Alias: All, Service: All

Date	Rdy	Order	Ref	Alias	Dest	Addr	City	P,W	Svc	Vehicle	Miles	Wait	Load	Total	Service	Weight	Wait	Load	DCL	Pieces	Discount	Fuel Surcharge	Other	Cod
Total Orders:		0																						
Total Amount:		\$0.00																						
																							Top	

Top

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# View Reports

(cont.):

A report will display details based on parameters provided in the query for the selected form.

# EZ Ship



Edit preferences

Edit address book

Home

Orders & Tracking

Setup Preferences

About

Help

## Edit preferences

EZ Ship

Our EZ Ship feature allows you to save information for recurring shipments. Say, for instance, you ship a 5 lb. box to ABC company on a regular basis. Simply fill in the form with the package information, delivery address, etc., and give the EZ Ship a name, let's say "ABC5". Then, the next time you have a 5 lb. box to send to ABC company, just click on the EZ Ship named ABC5 and your order form will automatically be filled in with all the appropriate information. Quick, simple ... EZ.

EZ Ships:  for Account

- [Create a new EZ Ship](#)
- [View/Edit EZ Ship](#)
- [Delete EZ Ship](#)

EZ Ship feature allows you to create a template, saving information for recurring shipments. Simply fill in the form with the package information that will be the same, delivery address, etc., and give the EZ Ship a name, let's say "ABC". Then, the next time you have a box to send to ABC company, just click on the EZ Ship named ABC and your order form will automatically be filled in with all the appropriate information.

# EZ Ship - Access Features

The screenshot shows the EZ Ship web interface. At the top left is the logo "NEED IT NOW DELIVERS!". Below it are links for "Edit preferences" and "Edit address book". The main navigation bar has five red buttons: "Home", "Orders & Tracking", "Setup Preferences" (circled with a 1), "About", and "Help". Below the navigation bar is the "Edit preferences" section. It has a tab labeled "EZ Ship" (circled with a 2). The text below the tab describes the EZ Ship feature: "Our EZ Ship feature allows you to save information for recurring shipments. Say, for instance, you ship a 5 lb. box to ABC company on a regular basis. Simply fill in the form with the package information, delivery address, etc., and give the EZ Ship a name, let's say 'ABC5'. Then, the next time you have a 5 lb. box to send to ABC company, just click on the EZ Ship named ABC5 and your order form will automatically be filled in with all the appropriate information. Quick, simple ... EZ." Below this text are two dropdown menus: "EZ Ships: [dropdown]" and "for Account [Sample Customer dropdown]". At the bottom, there is a list of three links: "Create a new EZ Ship" (circled with a 3), "View/Edit EZ Ship", and "Delete EZ Ship".

**NEED IT NOW DELIVERS!**

Edit preferences  
Edit address book

Home Orders & Tracking **Setup Preferences** About Help

**Edit preferences**

**EZ Ship**

Our EZ Ship feature allows you to save information for recurring shipments. Say, for instance, you ship a 5 lb. box to ABC company on a regular basis. Simply fill in the form with the package information, delivery address, etc., and give the EZ Ship a name, let's say "ABC5". Then, the next time you have a 5 lb. box to send to ABC company, just click on the EZ Ship named ABC5 and your order form will automatically be filled in with all the appropriate information. Quick, simple ... EZ.

EZ Ships: [dropdown] for Account [Sample Customer dropdown]

- [Create a new EZ Ship](#)
- [View/Edit EZ Ship](#)
- [Delete EZ Ship](#)

## Access EZ Ship features:

(1) click on **Setup Preferences** in the menu.

(2) Click the second tab, which is EZ Ship. **(Note: Feature may not appear initially.)**

(3) Account holders can setup a new template by clicking on the link to "create a new EZ Ship".

# EZ Ship - Template

The screenshot shows the 'Edit preferences' page for the 'EZ Ship' template. At the top, there is a navigation bar with links: Home, Orders & Tracking, Setup Preferences, About, and Help. Below this, the page title is 'Edit preferences' with a sub-header 'EZ Ship'. A note states 'Required fields are in bold'. A red box highlights the 'EZ Ship Name' field, which is preceded by a 'Save' button. A circled '1' is placed next to this field. Below this, another red box encompasses the entire form for user and delivery address details. A circled '2' is placed next to the 'Delivery Address' section. The form includes fields for 'Your Name', 'Your Phone', 'Your Email', 'Pickup Address' (with a 'Lookup' link), and 'Delivery Address' (with a 'Lookup' link). Both address sections have sub-fields for Name, Address, Room, City, State (with a dropdown), Country (with a dropdown), Zip, Contact, Phone, and Client Code. At the bottom of the form, there are checkboxes for 'Residence', 'Add to Address Book', and 'Add to My Address Book Only' for both pickup and delivery addresses. A 'Notes' field is located at the bottom left of the form area. The page footer includes a 'Service Items' section.

**NEED IT NOW DELIVERS!**

Home Orders & Tracking Setup Preferences About Help

Edit preferences  
Edit address book

**Edit preferences**

| EZ Ship |

Required fields are in bold

Save

**EZ Ship Name:**

1

Your Name:

Your Phone:

Your Email:

Pickup Address [Lookup](#)

Name

Address

Room

City

State

Country

Zip

Contact

Phone

Client Code:

Residence ☐

Add to Address Book ☐

Add to My Address Book Only ☐

Notes:

Delivery Address [Lookup](#)

Name

Address

Room

City

State

Country

Zip

Contact

Phone

Client Code:

Residence ☐

Add to Address Book ☐

Add to My Address Book Only ☐

2

Service Items

## Creating EZ Ship template:

(1) Enter a name for the template in the field next to “EZ Ship Name”.

(2) Enter details for the EZ Ship template that will be the same for each order that will be setup using this template. **Note:** Required fields are the **EZ Ship Name** and **Service** type (toward bottom of page).

Residence ☐ Residence ☐

Add to Address Book ☐ Add to Address Book ☐

Add to My Address Book Only ☐ Add to My Address Book Only ☐

Notes:

---

**Service Items**

Pieces  Weight  Declared Value

Vehicle:  Description:

Service:  Packaging:

---

Optional Order References

Reference  B/L(Alias)

---

Billing Information

Payment Type

---

Email Notification

Send E-Mail To:

When shipment is:

Created

Pickedup

Delivered

## Creating EZ Ship template (cont.):

(2) Enter details for the EZ Ship template. [**Service** type is one of the two required fields (in green box)].

(3) Press Save to save the template and return to the EZ Ship menu.

**NEED IT NOW**  
DELIVERS!

[Home](#) [Orders & Tracking](#) [Setup Preferences](#) [About](#) [Help](#)

[Edit preferences](#)  
[Edit address book](#)

**Edit preferences**

| **EZ Ship** | **5** |

**4** **EZ Shipping Created!**  
Required fields are in bold

---

Your Name:	<input type="text"/>
Your Phone:	<input type="text"/>
Your Email:	<input type="text"/>
Pickup Address <a href="#">Lookup</a>	Delivery Address <a href="#">Lookup</a>
Name	<input type="text"/>
Address	<input type="text"/>
Room	<input type="text"/>

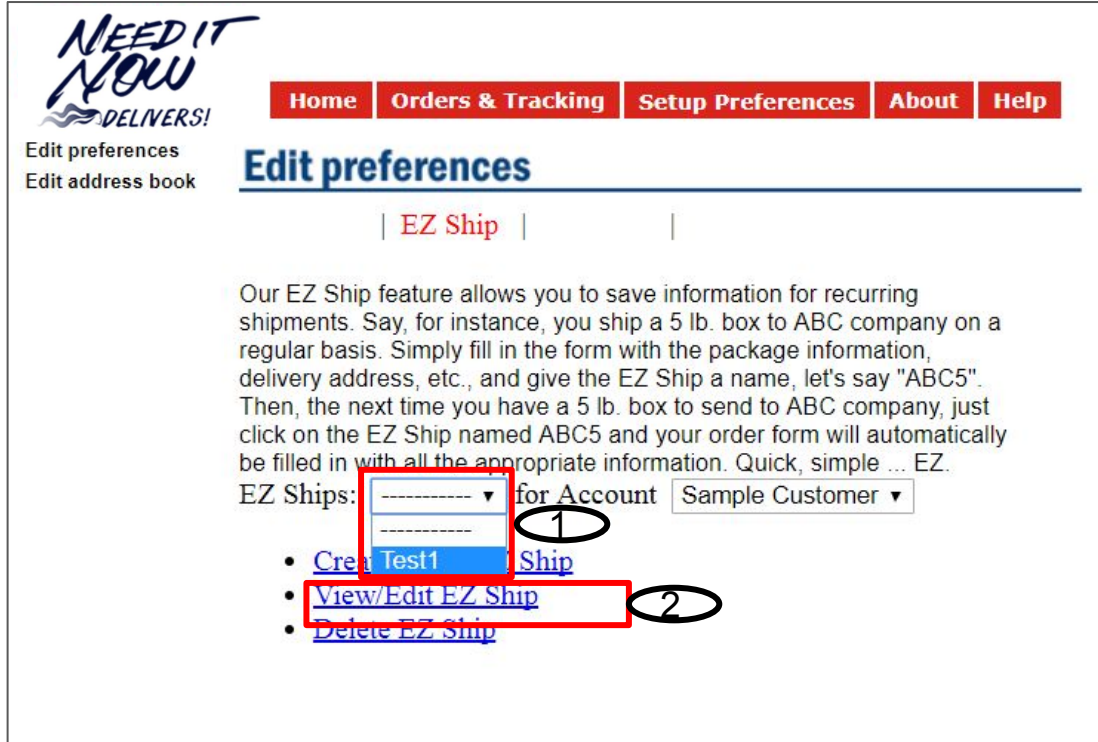
## Creating EZ Ship template (cont.):

(4) After saving the template, a confirmation screen appears along with the template.

(5) Press EZ Ship to go back to the menu.



# EZ Ship - View/Edit



**NEED IT NOW DELIVERS!**

Edit preferences  
Edit address book

[Home](#) [Orders & Tracking](#) [Setup Preferences](#) [About](#) [Help](#)

## Edit preferences

| [EZ Ship](#) |

Our EZ Ship feature allows you to save information for recurring shipments. Say, for instance, you ship a 5 lb. box to ABC company on a regular basis. Simply fill in the form with the package information, delivery address, etc., and give the EZ Ship a name, let's say "ABC5". Then, the next time you have a 5 lb. box to send to ABC company, just click on the EZ Ship named ABC5 and your order form will automatically be filled in with all the appropriate information. Quick, simple ... EZ.

EZ Ships: ----- ▾ for Account Sample Customer ▾

- [Create Test1 Ship](#)
- [View/Edit EZ Ship](#)
- [Delete EZ Ship](#)

## View/edit EZ Ships:

(1) From the EZ Ship menu, click the dropdown to select the EZ Ship.

(2) Click View/Edit EZ Ship

**NEED IT NOW**  
DELIVERS!

[Home](#) [Orders & Tracking](#) [Setup Preferences](#) [About](#) [Help](#)

[Edit preferences](#)  
[Edit address book](#)

## Edit preferences

| [EZ Ship](#) |

**Required fields are in bold**

**EZ Ship**

4

Print: 0 [Pre-Print Labels](#)

**EZ Ship Name:** Test1

Your Name:

Your Phone:

Your Email:  3

Pickup Address [Lookup](#)

Name

Address

Room

City

State 0

Delivery Address [Lookup](#)

Name

Address

Room

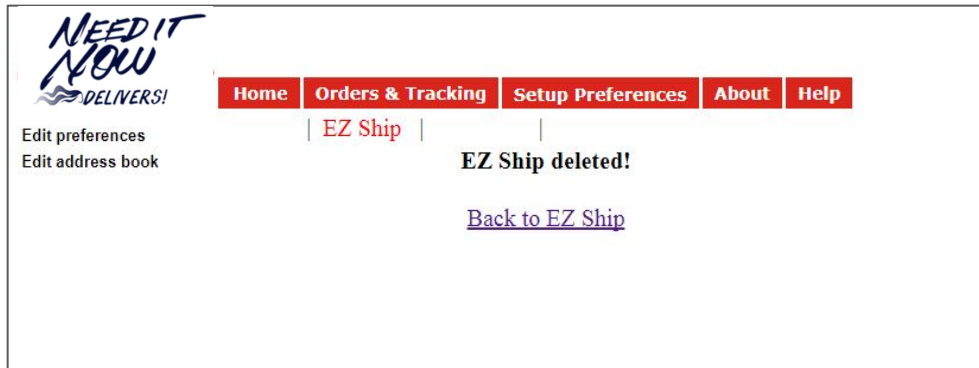
City

State 0

## View/edit EZ Ships (cont.):

(3) View and/or the details in the template and then


(4) Press Save



## Delete an EZ Ship (cont.):

Delete will be confirmed in separate screen.

# EZ Ship - Delete



[Home](#) [Orders & Tracking](#) [Setup Preferences](#) [About](#) [Help](#)

[Edit preferences](#)  
[Edit address book](#)

## Edit preferences

| [EZ Ship](#) |

Our EZ Ship feature allows you to save information for recurring shipments. Say, for instance, you ship a 5 lb. box to ABC company on a regular basis. Simply fill in the form with the package information, delivery address, etc., and give the EZ Ship a name, let's say "ABC5". Then, the next time you have a 5 lb. box to send to ABC company, just click on the EZ Ship named ABC5 and your order form will automatically be filled in with all the appropriate information. Quick, simple ... EZ.

EZ Ships:  for Account

- [Create Test1 EZ Ship](#)
- [View/Edit EZ Ship](#)
- [Delete EZ Ship](#)

## Delete an EZ Ship:

(1) From the EZ Ship menu, click the dropdown to select the EZ Ship.

(2) Click Delete EZ Ship