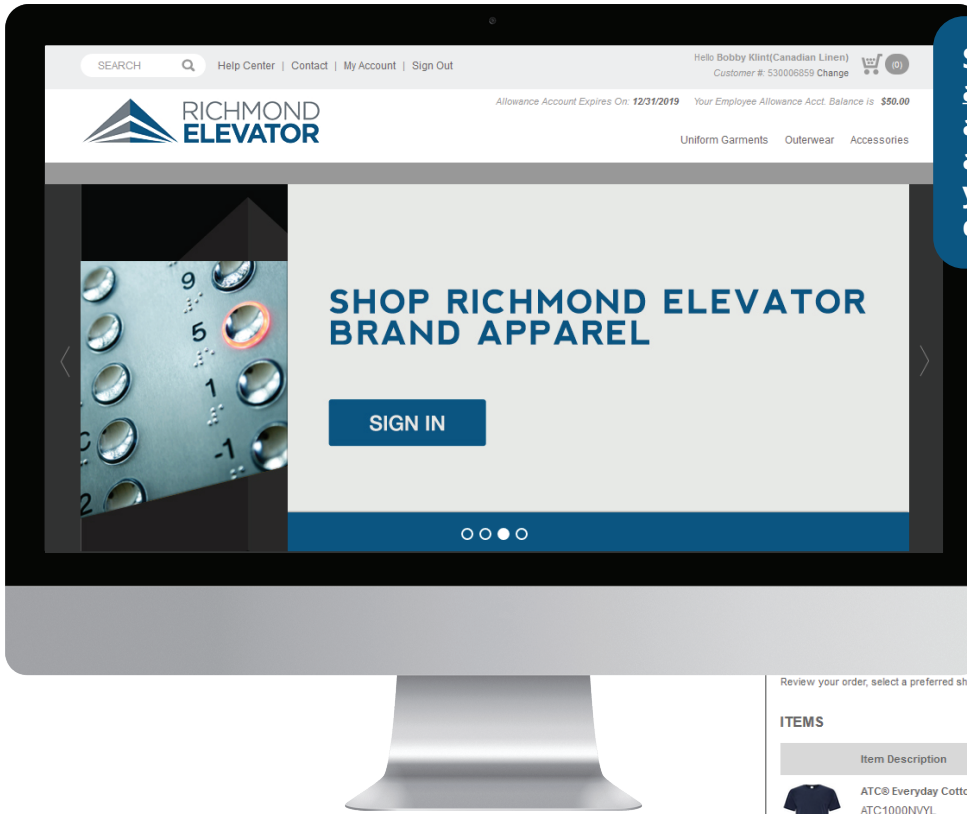


# USING YOUR CANADIAN LINEN ALLOWANCE ACCOUNT



Sign in to your User Account. If there are funds available in your allowance account, you see the allowance amount allotted to you for you to use towards your purchase in the upper right-hand corner.


Search for the items you would like to purchase and add them to the shopping cart. When you are ready to proceed with check out, enter the shipping cart and follow the required steps to reach the **Payment** page (see below).



To use your allowance, select the **Allowance** option in the Payment Method drop-down menu and your allowance balance will appear underneath the PO Number fields. Select **APPLY** to use your allowance towards your order (see below).

Shipping & Shipping > Payment > Confirmation

Review your order, select a preferred shipping method and enter your promotional code below.

ITEMS					EDIT CART
Item Description	Price	Decorations	Quantity	Total	
 ATC® Everyday Cotton Tee - Navy - L ATC1000NVYL	\$4.50	\$6.50	1 EA	\$11.00	

**SHIPPING METHOD**

**BILLING INFORMATION**

RICHMOND ELEVATOR MAINTENANCE CATALOG AC  
RICHMOND ELEVATOR MAINTENANCE CATALOG AC  
#5 - 12091 5 RD  
RICHMOND, BC V7A 4E9  
CA

**SHIPPING INFORMATION** EDIT

RICHMOND ELEVATOR MAINTENANCE CATALOG AC  
RICHMOND ELEVATOR MAINTENANCE CATALOG AC  
#5 - 12091 5 RD  
RICHMOND, BC V7A 4E9  
CA

**PAYMENT**

Tax Exempt Order

Payment Method: Allowance

P.O. Number: [input field]

Balance: \$50.00 Expires: 12/31/2019 **APPLY**

**ORDER SUMMARY**

Subtotal	\$11.00
Tax	\$2.68
Shipping & Handling	\$11.00
Allowance Amount Applied	\$24.68
Remaining Balance <i>This will be charged to your credit card</i>	\$0.00
<b>Total</b>	<b>\$0.00</b>

**PLACE ORDER**

**PAYMENT**

Tax Exempt Order

Payment Method: Credit Card

P.O. Number: [input field]

Name on Card: [input field]

Billing Address: [input field]

City: [input field]

State/Zip: Alberta

Amount: CAD \$7.50

Credit Card Number: [input field]

CVC Number: [input field] What's this?

Card Type: Visa

Expiration Date: 01 2019

**CANCEL** **COMPLETE**

**ORDER SUMMARY**

Subtotal	\$39.88
Tax	\$6.62
Shipping & Handling	\$11.00
Allowance Amount Applied	\$50.00
Remaining Balance <i>This will be charged to your credit card</i>	\$7.50
<b>Total</b>	<b>\$7.50</b>

Questions? Here are some quick links to our Return Policy and Shipping Information.

If there are enough funds in your allowance account for your order, you only need to select **PLACE ORDER** to complete your purchase.

If there is a remaining balance for your order after you've applied your allowance, you will be prompted to enter your credit card information to complete your order. Once your credit card information is entered, select **COMPLETE**.

Have any questions regarding your allowance account? Contact us at [webstore@canadianlinen.com](mailto:webstore@canadianlinen.com) or call us at **866-822-4763**.