

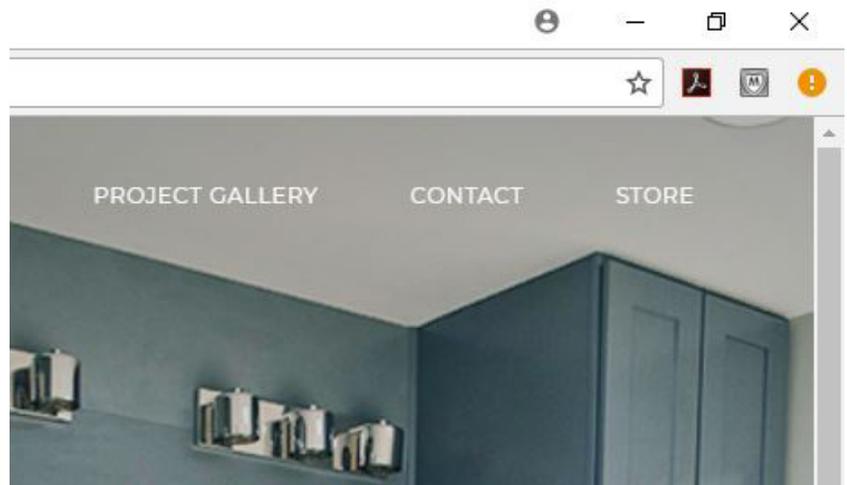
HOW TO CREATE YOUR ONLINE ACCOUNT

Visit our website at novadesignandbuild.com



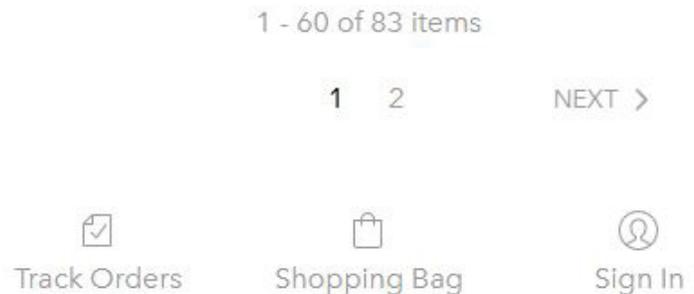
STEP 1.

Go to the store tab in the top right corner.



STEP 2.

Scroll to the bottom of the page and click "sign in."



STEP 3.

Enter the email address you would like to associate with your orders. You will never need a password for your account. Each time you go to order you will simply enter your email address and use the link sent to that email. All of your information will be stored and associated with that email.

Join us or sign in

Store / Sign In

Track your future orders, checkout faster, and sync your favorites. Just enter your email and we will send you a magic link that will sign you in instantly.

Your email address
sales@novadesignandbuild.com

[Get Sign-In Link](#)

HOW TO CREATE YOUR ONLINE ACCOUNT



STEP 4.

You should receive this email in a matter of moments. Click the link to automatically sign in.

Online Store: Sign In link

OS Online Store
3:30 PM

To: sales novadesignandbuild.com



Hello! To sign in to Online Store, please follow the link below. This link can be used only once and will expire in 14 days. If you didn't request a sign-in link, you can safely ignore this e-mail.

Sign In

<http://www.novadesignandbuild.com/shop.html#!/~/signIn/key=bU9WmVeOCMGu&returnUrl=!/~/>

STEP 5.

Click "Shopping bag" in the right hand corner to reveal this menu. Click on "account."

Hello, NOVA Design and Build Your Account Sign Out Shopping Bag (0)

STEP 6.

Enter your business name and click "save." Then click "address book."

Your Account

Settings Orders Address Book

Name

NOVA Design and Build |

E-mail

sales@novadesignandbuild.com

Save

STEP 7.

Click "add new address." Enter your shipping address and phone number, and click save.

Add new shipping address

Full Name	NOVA Design and Build
Address Line 1	1334 Shepard Drive
<small>Street address, P.O. box, company name, c/o</small>	
Address Line 2	Suite A
<small>Apartment, suite, unit, building, floor, etc.</small>	
City	Sterling
State/Province	Virginia
Zip/Postal Code	20169
Country	United States
Phone Number	571-313-1642

OK Cancel

HOW TO CREATE YOUR ONLINE ACCOUNT



PLEASE NOTE

From there you are all set. We will receive a notification that you have initiated your account setup, and complete the setup with your discount and tax exemption where it applies. We are not able to setup your account for you, the software does not allow that.

You will not see your discount until we complete the setup, so please take a minute to setup your account ahead of time.

You will still have the ability to pay for your order by check which is **our preferred method**. Select “phone order” at checkout. We will not hold your order until payment is received unless collecting payment within a timely manner becomes an issue. This also allows us the ability to decrease your shipping if we are sending a truck to your area, or if the estimated UPS rate is higher.

You will also have the option for In-Store Pick Up in the shipping options. Please note you will be charged a 2% handling fee for this method.

The UPS estimated delivery time is from the time we ship, not from the time you place the order. Please allow 24-48 hours for order processing though we do our best to get your orders out as quickly as possible. Most tristate orders have been received next day via UPS.

TIPS FOR ORDERING

To navigate through products without returning to the category page, use the arrows on the item page to scroll through.

Use the radio button to choose the size and add the quantity below.

To optimize your shipping rates-

We can fit 2 pint cases and 1 quart case, or 2 cases of quarts in one larger box.

Order gallons in numbers divisible by 4.

- We can ship 1 gallon though it is not economical nor very safe.
- We can ship 2 gallons, it's somewhat economical and safer.
- Shipping 4 gallons is very economical and safe.

