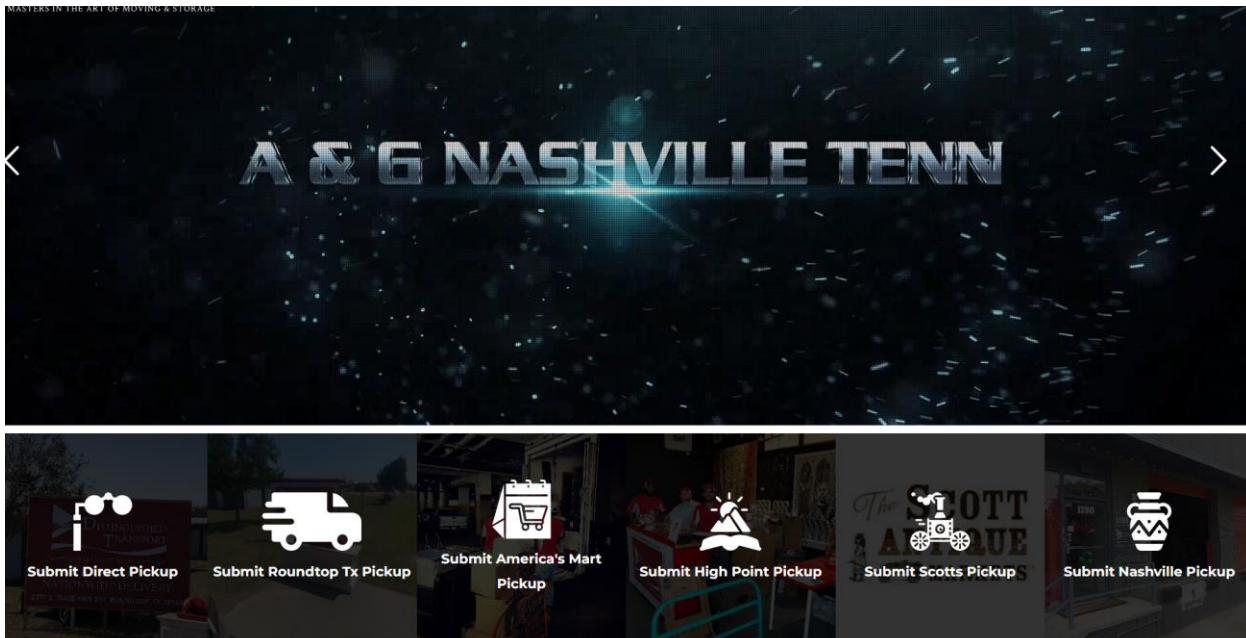




Web Application Customer User Guide

- 1) Navigate to the following website address (DistinguishedTransport.com).



- 2) Move your mouse over the ([Submit Highpoint pick-up](#)) icon and select it.
- 3) This will navigate you to the following screen:

The screenshot shows the 'Customer Information' registration page. At the top left is the Distinguished Transport logo with the tagline 'MASTERS IN THE ART OF MOVING & STORAGE'. To the right are links for 'Customer Portal' and 'Get a Quote', and a 'Log in' link. The main heading is 'Customer Information'. Below it, there are two instructions: 'If you are an existing customer, then click SignIn button' and 'If you are a new customer, then enter your information below.' A blue 'Sign in' button is visible. The form contains several input fields: 'Full Name *', 'Address Line 1', 'Address Line 2', 'Address Line 3', 'Daytime Phone # *', 'Evening Phone #', 'Email *', and 'Company Name'. Below these is a section titled 'Please select and answer three security questions for password recovery' with three dropdown menus and corresponding 'Answer' input fields. The questions are: 'What is your mother's maiden name?', 'What was the name of your high school?', and 'What is the street name where you lived your childhood?'. A blue 'Order Details' button is at the bottom left of the form.

- 4) If you are an existing customer click the sign in the Sign in blue Button if you are a new customer skip to step (10).
- 5) This will take you to the existing customer Sign in screen.

The screenshot shows the 'Customer Information' search page. At the top left is the Distinguished Transport logo with the tagline 'MASTERS IN THE ART OF MOVING & STORAGE'. To the right are links for 'Customer Portal' and 'Get a Quote', and a 'Log in' link. The main heading is 'Customer Information'. Below it, there are three input fields labeled 'Customer No:', 'Phone:', and 'Email:'. To the right of these fields are 'Search' and 'Cancel' buttons. A blue 'Order Details' button is at the bottom left of the form. At the bottom of the page, there is a copyright notice: '© 2022 - Distinguished Transport LLC'.

- 6) Enter your customer Number, Phone Number and Email address and press the search button.
- 7) This will bring up your customer profile and you can press the Order details button to enter a new Highpoint Order.

Customer Information

Full Name *	Gordon thompson
Address	3495 reed mill drive
City	New York New York
State and Zip	10003
Daytime Phone # *	4753006243
Evening Phone #	
Email *	gordon.distinguished@gmail.com
Company Name	1ST Dibbs

[Order Details](#)

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Enter Show Order Information

Order Date:	09/08/2022	Customer No:	527	BOL:	1452
-------------	------------	--------------	-----	------	------

Pickup Location

HighPoint-NC ▾

CUSTOMER/CLIENT

Invoice to Customer Info	
Name	<input type="text"/>
Phone	<input type="text"/>
Email	<input type="text"/>

Delivery Address	
Address*	<input type="text"/>

- 8) If you are a new customer please fill in the following fields:
- a) Full name
 - b) Address Line 1 (Street Address)
 - c) Address Line 2 (City, State)
 - d) Address Line 3 (Zip code)
 - e) Day time Phone
 - f) Evening Phone

- g) Email Address
- h) Company Name

The screenshot shows the 'Customer Information' section of the Distinguished Transport Customer Portal. At the top left is the company logo with the tagline 'MASTERS IN THE ART OF MOVING & STORAGE'. Navigation links for 'Customer Portal' and 'Get a Quote' are present, along with a 'Log in' button. The form includes a 'Sign In' button and instructions for existing and new customers. It contains input fields for Full Name, Address Line 1-3, Daytime and Evening Phone numbers, Email, and Company Name. A security section asks for three questions: 'What is your mother's maiden name?', 'What was the name of your high school?', and 'What is the street name where you lived your childhood?'. An 'Order Details' button is at the bottom.

- 9) Next select and answer 3 security questions from the drop-down boxes to help you regain access to your account in case you lose or forget your password.
- 10) Once all fields are filled out depress the order details button.
- 11) This will navigate you to the following page.

The screenshot shows the 'Pickup Location' and 'Item details to transport' sections. The 'Pickup Location' section has a dropdown menu set to 'HighPoint-NC' and a 'CUSTOMER/CLIENT' input field. Below is the 'Invoice to Customer Info' section with fields for Name, Phone, and Email. The 'Delivery Address' section includes fields for Address, City, State (a dropdown menu), Zip, Phone, and Email. The 'Item details to transport' section has fields for Location (dropdown), Vendor, Booth, Phone, and Contact. At the bottom, there is an 'Add Items Below' section with a table containing one row with columns for '1', 'Items Details', 'Condition', and 'Declared Value', followed by an 'Add' button and a 'Save Stock Item' button. A 'Total Items (As per #Items above)' field shows '0'.

12) Please fill in the following delivery location fields :

- a) Address
- b) City
- c) State
- d) Zip
- e) Phone
- f) Email address

13) [Item details to transport](#) is where you will enter your items that you have purchased at the mart and are requesting pick-up and delivery services.

14) Please enter the following information.

- a) Location (IE: ADC ,Building 1, 2 , 3 or outside location if purchased outside the ADC)
- b) Vendor Name
- c) Booth Number or address location
- d) Phone number of vendor
- e) Contact name for the business or seller.
- f) Number of items
- g) Item description
- h) Condition (New or Used)
- i) Declared Value of Item or purchased price for insurance purposes. (**Required field**).
- j) Select the (add item) button do not press enter.

Item details to transport

Location: ADC **Vendor:** BoBo **Booth:** A-25
Phone: 555-555-5555 **Contact:** Jim Thorton

Add Items Below:

Qty	Items Details	Condition	Declared Value	
Quantity	Items	Decl.Value	Condition	
1	Enfilade	2500	Used	Delete

Save Stock Item

k) When you are finished adding all item for that location and vendor press (Save Stock item).

Item details to transport

Location: ADC **Vendor:** Vendor **Booth:** Booth
Phone: Phone **Contact:** Contact

Add Items Below:

Qty	Items Details	Condition	Declared Value	
				Add

Save Stock Item

Items added

Location: null Phone: 555-555-5555	Vendor: BoBo Contact: Jim Thorton	Booth: A-25 # Items: 1	Delete
---	--	---	---------------

Total Items (As per #Items above) 1

Total Quantity 1

Charges Calculation(based on pickup and dropoff location)

1st Piece Price: 495.01

Additional Piece(s) Price: 150.00

15) You will see your item added below if you have additional items at this location to pick-up repeat steps A thru J. If you are finished entering items at this location press (**Save Stock item button**). If you want to enter items to be picked up at a different location, follow steps A thru J and enter the item details.

- 16) Press (**add item**) after each item is entered for a location until all items are entered and then press (**save stock item**) to save items to order details screen.
- 17) You should see all items entered on screen when all items are successfully entered scroll to the bottom of the screen and press (**Save Order**).
- 18) This will generate your customer number, Order number, and customer record.
- 19) Please check your e-mail where you will find your sign-in information to view all your orders in our system.
- 20) Proceed to (DistinguishedTransport.info) to sign in as a customer.

DISTINGUISHED TRANSPORT
MASTERS IN THE ART OF MOVING & STORAGE

Orders Lists ▾ Employees Portal Quotes Customer Portal Get a Quote Orders ▾ Admin Menu ▾ Log off gthompson

Customer Sign-in

Customer #

Daytime Phone #


Email

[Sign In](#)

[Forgot Sign In Info?](#)

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- 21) Enter the following information.
 - a) Customer Number
 - b) Phone Number
 - c) Email Address
 - d) Press sign button
- 22) If you have forgot your sign-in information please select the forgot Sign- in option and enter the answers the security questions and a new e-mail will be sent to you with you sign in credentials.



Orders Lists ▾ Employees Portal Quotes Customer Portal Get a Quote Orders ▾ Admin Menu ▾ Log off gthompson


Customer Portal

Hi Gordon Thompson, What do you want to do!

[Sign Documents](#) [My Quotes](#) [My Orders](#)

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23) Here you can proceed to sign your documents



Customer Portal Get a Quote [Log in](#)

Sign Documents

BOL	JobDate	From	To	AmountDue	# of Items	Signed	Show Order
1147	06/25/2022	America's Mart	ID	1270.00	1	Sign Documents	Yes

[Back to Portal](#)

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24) Select the sign documents highlighted. Note ([All orders must be signed individually for legal reasons](#)).

Distinguished Transport Computer System User Guide



Customer Portal Get a Quote

Log in

Full Name	Date	BOL#
<input type="text" value="Gordon Thompson"/>	<input type="text" value="06/25/2022"/>	<input type="text" value="1147"/>

Pricing and Delivery Terms (Click to read)

- Nominal pricing is subject to increase if deliverables are discovered to be overweight and over sized, fragile, require additional storage, packaging, change of address, re-delivery, high declared values and/or fuel surcharges
- Once delivery routes are scheduled the delivery schedule is on a seven day week schedule and may require the client to schedule a representative to meet the delivery should it arrive on either side of business hours and weekends. Distinguished Transport will endeavor to work with the client's schedule, however, weather, traffic conditions, mechanical malfunctions, and any/all unforeseen conditions prohibiting a normal business hour delivery. Failure to receive goods will result in additional redelivery and storage fees
- Delivery includes 1 total hour of installation and placement in home/office/warehouse that Distinguished Transport is contracted to ship. If the client wishes additional time for additional work it must be expressed before delivery is scheduled. Additional time for labor services not requested ahead of time may only be allocated at the delivery crew's discretion and is subject to be billed and collected at one hour increments. These additional services are additional on site labor, art installation, and additional labor not expressly involved with the items shipped per the contract for services
- Nominal pricing is applicable for items going to the same address per the delivery setup; additional fees will incur if items need to go to different addresses not expressed during setup of shipping services. Only items in the same metro area qualify for additional pick-up and drop off fees; all other deliveries are priced separately as they may and will be routed on different trucks and schedules
- Any changes to original scope of delivery and shipping needs not expressly agreed upon with Distinguished Transport and client is subject to additional change fees, re-scheduling fees and/or cancellation fees

I accept above Pricing and Delivery Terms

Insurance (Click to read)

I accept above Insurance Terms

LEGAL(Click to read)

I accept above Insurance Terms

Signing Name

Signature

All quotes given are purely estimates and are subject to change upon pickup of items being transported. Factors such as weight, size, value, fragility, location of delivery, scope of work, and awkward to pack items can cause quoted prices to change. Items picked up with information given by customer discovered to be inaccurate, or devoid of proper detail, will be subject to additional fees to be paid in full should the transport service be cancelled or scope of work changed. All items are subject to fees to be paid before items are released by Distinguished Transport barring transport service is canceled. All deliveries will have a minimum of 8% fuel surcharge of shipping price and is subject to change based on rising fuel rates and location within the United States. Written response is required for Distinguished Transport to agree to transport items and response confirms the understanding of the above information.

Payment Information

Please enter valid credit card information

Credit Card # *

Credit Card Type * Visa Master Card American Express Discover

Month: *

Year: *

Security Code

This credit card is expired

Please accept Terms of Delivery and Sign to submit Documents

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25) Please click on the terms to read them or check the boxes to acknowledge the terms.

26) Please digitally type your name in the signature box.

- 27) Please sign your name with your name in the signature box.
- 28) Please press accept signature.
- 29) Payment Information depending on your payment arrangements with Distinguished Transport you may not have a credit card on file. If you are choosing to pay by card please proceed to validate your card information if you pay by check or ACH please enter the following information to complete document signing.
 - A) 0000000000000000
 - B) Select card type
 - C) Month
 - D) Year (25 or greater) #### full format
 - E) Security code 3 or four digits
- 30) Select submit documents

I accept above Pricing and Delivery Terms

Insurance (Click to read)

I accept above Insurance Terms

LEGAL(Click to read)

I accept above Insurance Terms

Signing Name

Gordon Thompson

Signature



Accept signature

Clear

All quotes given are purely estimates and are subject to change upon pickup of items being transported. Factors such as weight, size, value, fragility, location of delivery, scope of work, and awkward to pack items can cause quoted prices to change. Items picked up with information given by customer discovered to be inaccurate, or devoid of proper detail, will be subject to additional fees to be paid in full should the transport service be cancelled or scope of work changed. All items are subject to fees to be paid before items are released by Distinguished Transport barring transport service is canceled. All deliveries will have a minimum of 8% fuel surcharge of shipping price and is subject to change based on rising fuel rates and location within the United States. Written response is required for Distinguished Transport to agree to transport items and response confirms the understanding of the above information.

Payment Information

Please enter valid credit card information

Credit Card # * 0000000000000000

Credit Card Type * Visa Master Card American Express Discover

Month: * 5

Year: * 2027

Security Code 546

Please accept Terms of Delivery and Sign to submit Documents

Submit Documents

- 31) You will see the following screen that your documents are submitted.



Document Submitted

Document Submitted to DT. Email has been sent to DT.

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32) You can login into the customer port at (Distinguishedtransport.info) to view the status of your orders.

Thank-you for participating in this trial if you have any questions at all please contact me at 475-300-6243 at anytime to help you through this process.

Gordon Thompson

Director of Operations

Distinguished Transport