

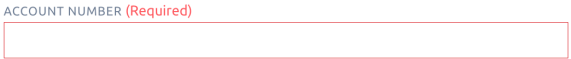




# Supply Order Request Process

## Step-By-Step Guide

### STEP-BY-STEP GUIDE

1. Navigate to **www.cherryopticallab.com** and scroll down to the bottom of the home page.
2. Hover over "Supportive Customers" and click "Supply Order Request."
3. Scroll down to the Order Request Form and begin to fill it out. Click "Account Number" field and type your Account Number.
4. Click "Practice Name" Field and type in your Practice Name.
5. Click "Employee Name" Field and type in Your Name.
6. Check the appropriate box for your needed supplies.
7. Click "Other notes or questions" and type any notes or questions if applicable.
8. Click "Submit".

1. 
2. 
3. 
4. 
5. 
6. 

COL ORDERING SUPPLIES (Required)	
<input type="checkbox"/> UPS SHIPPING LABELS	<input type="checkbox"/> CARE FRAME PADS
<input type="checkbox"/> FRAME TAGS	<input type="checkbox"/> "NEW ORDERS ENCLOSED" STICKERS
<input type="checkbox"/> COL ORDER FORMS	<input type="checkbox"/> CRIZAL CLEANING CLOTHS
<input type="checkbox"/> SHAW ORDER FORMS	<input type="checkbox"/> PAL STICKERS
<input type="checkbox"/> CHEMISTRIE ORDER FORMS	<input type="checkbox"/> COL TRACKING PADS
7. 
8. 