WEX*link* Online Local Courier Ordering System

Accessing WEX*link*

Go to www.washingtonexpress.com and click **PLACE ORDER.**

*If you already have an account, go to **LOGIN** and enter your username and password.

Account-if your firm has multiple accounts, use the drop-down menu to choose the correct account.
Order EZ Ship- if you've saved a previous order, use the drop-down menu to select it.

Switch- Click to flip the pickup address with the destination address.

Pick-up & Destination- Please enter complete addresses with zip codes for both the pick-up and drop-off locations. Include contact names and telephone numbers.

Add to Address Book-check this box to save address to your personal address book.

Notes- please tell us what is being delivered, or any other instructions.

Order Screen Continued...

Service Items

Pieces*	1
Ready Time*	Now ▼
DCL Value	100 ?
Vehicle*	Car ▼

Total Weight * 1 ?
Ready Date * Today ▼

Service Summary

Service: * Regular ▼
Pkge Type: * Env-Package-Book ▼
Ready Time: Ready Date:
Due Time: Due Date:
Amount:

Order References

Reference #1 44568-89365   Reference #2

Billing Information

Payment Options BillMe(Invoice) ▼ *

Email Notification

Send E-Mail To: When shipment is:

JDoe@washingtonexpress.com   Created ▼
JDoe@washingtonexpress.com   Pickedup ▼
JDoe@washingtonexpress.com   Delivered ▼

EZ Ship

☑ Save Order as EZ Ship CMI

[Order] [Round Trip] [Quote]

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Side notes:

Pieces & Weight-change if applicable
Ready Time & Date-can be changed to pre-book a delivery for a future date and time
Vehicle-you can leave as is, the dispatcher will choose the correct vehicle based on the items being delivered.

Service-use this to choose your service, or click the "Quote" button at the bottom of the page to find out what services are available

Order Reference-this is where you enter your firm's billing reference, such as a "Client Matter" or "Client Code"

Billing-if your company already has an account, ignore this field as your payment option is already established.

Email Notification-you can enter up to 3 different email addresses to receive instant notifications of when your order has been created, picked up or delivered.
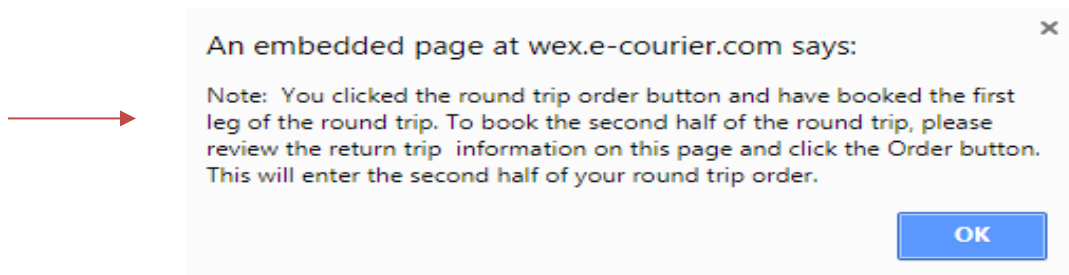
EZ Ship-if you plan to make this delivery again, click here to save it. It will then show up as an EZ Ship location on the top of screen drop-down menu.

Click **"Quote"** to find out what service options are available. Then **follow the instructions below** for completing your delivery request.

Order and Round Trip Buttons

After clicking on the **Quote** button and choosing your service type, simply click on the **Order** button if it is a one-way delivery.

If your delivery is a round-trip delivery, click the **Round Trip** button instead of the Order button. You will then receive the message below. Click OK and then click the **Order** button to submit the return leg of your delivery. Your delivery request is now complete.

An embedded page at wex.e-courier.com says: ✕

Note: You clicked the round trip order button and have booked the first leg of the round trip. To book the second half of the round trip, please review the return trip information on this page and click the Order button. This will enter the second half of your round trip order.

[OK]

Tracking Your Order

To view live tracking details about your delivery, select **TRACKING** from the main menu and enter your order number.

SERVICES | GET QUOTE | ABOUT US | LEGAL FILINGS | PLACE ORDER | TRACKING

QUICK TRACK

Tracking No: [   ]

Track It

Enter your order # here.

WASHINGTON EXPRESS

Home | Place an Order | Your Account | Terms of Use | Help

Tracking
Reports
Delivery Times

Tracking

Tracking Details

Ordered	Ready	Dispatched	Picked Up	Due By
1/22/2018 2:42PM	1/22/2018 2:40PM	1/22/2018 2:42PM	1/22/2018 3:00PM	1/22/2018 4:42PM

Shipment Activity

Event Recorded Time	Event	Note
1/22/2018 3:20:02 PM	Courtesy Call	Deliver at 4pm
1/22/2018 3:20:02 PM	No Answer	Nobody answering the door, getting voicemail
1/22/2018 2:58:49 PM	Arrived at Stop	Job: 1 Stop:1 Washington Express

View live tracking details.

Order Information

Tracking Number	2701148
Ready	1/22/2018 2:40PM
Signed By	
Service	Regular
Weight	1 lb.
Pieces	1
Delivery City	Washington
Delivery State	DC

Quick Track

Tracking No: [   ] Track It