

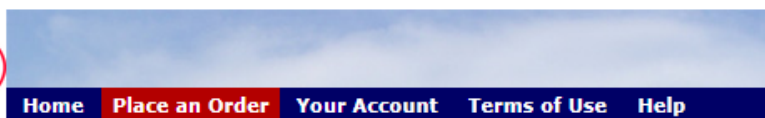


WEXlink Online Local Courier Ordering System

Accessing WEXlink

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

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



Shipping

Required fields are in bold

Order Round Trip Quote

For all Filing orders, please enter the number of filings in Pieces, and select "Filings" from the Pkge Type pull-down menu.

Order Form

Account: Admin WEX Order: EZ Ship

Name*: Jane Doe Lookup

Phone*: 301-210-3500

Email/Text*: jdoe@gmail.com

Switch Pickup and Delivery (Flip) Clear Switch Clear

Pickup (Stop1) Address	Destination
Company*: WEX Beltsville	Company*: WEX Visas
Address*: 11460 Edmonston Rd	Address*: 1725 Desales St NW
Room: Loading Dock	Room*: 808
City*: Beltsville	City*: Washington
State*: MD	State*: DC
Country*: USA	Country*: USA
Zip*: 20705	Zip*: 20036
Contact:	Contact*: Jane Doe
Phone: (301) 210-3500	Phone*: (202) 393-3030
Residence <input type="checkbox"/>	Residence <input type="checkbox"/>
Add to My Address Book Only <input type="checkbox"/>	Add to My Address Book Only <input type="checkbox"/>

Notes:

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.



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Order Screen Continued...

Service Items

Pieces* Total Weight* ?
 Ready Time* Ready Date*

Vehicle*

Service Summary

Service:*
 Pkge Type:*
 Ready Time: Ready Date:
 Due Time: Due Date:
 Amount:

Order References

Reference #1 Reference #2
 Other

Billing Information

Payment Options *

Email Notification

Send E-Mail or Text Message To:

When shipment is:

EZ Ship

Save Order as EZ Ship

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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 or cell numbers 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.

Tracking Your Order

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.



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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:

Enter your order # here.



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: