

# Leopard Promotions Website Quick Reference Guide

## Page 1

### System Login:

Login at the top of the page with your username and password provided.

Contact customer service on 09 579 1656 or [sales@leopardpromo.co.nz](mailto:sales@leopardpromo.co.nz) if you experience problems or if you need to change your password or login details.

### Finding Your Way Around The Website:

The Leopard Promotions website will give you full access to over 5,000 products with full pricing and logo branding options.

Products are sorted in two ways:

- 1) By 'product categories' which are shown on the left side of the 'Products' page
- 2) By 'product ranges' which can be viewed by clicking on the links on the 'Products' page.

On the 'Home' page we have links to helpful info on promotional marketing and logo branding.

Also check out the links to our 'Specials' page which will be regularly updated with great bargains, and our 'Top Products' page which show our current most popular products.

Also be sure to have a look at the 'Case Studies' and 'About Us' pages.

### Search Facility:

Using the search box you can search through 1000`s of promotional products and clothing items by just entering a single word or item name.

eg. to search for anti stress items just enter the word "stress" or "anti " in the search box then click the go button ... its that easy.

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## Page 2

### Quoting Facility:

Once you have found the product you are interested in you can add it to your Shopping Cart / Ideas List by:

- 1) Select the quantity breaks you are interested in
- 2) Select the appropriate branding option from the dropdown decoration list . (eg 1 colour print or 2 colour print etc)
- 3) Click on 'Add to cart'.

You can then continue your browsing until you are finished selecting your products.

All you do then is click the 'View my Selection' icon on the top right of the page. This will show you your complete selection of products you have chosen. You can add more items if required or remove items from the list.

Once you have finalized your selection click the 'Generate Quote' button at the bottom of the page. Your quote will be saved to the system and you then get the option to print or email the quote.

If you use the print button, the system will create a PDF quote that you can print, email or save.

Alternatively use the email button, this will email a copy of the quote to the registered email address.

The pricing shown on this website is a guide to assist you in your purchasing decisions. The pricing shown may be negotiable, please call your Leopard Promotions account manager to discuss this. If you wish to purchase quantities outside of the quantities shown, please get in contact with us for a special price. Prices on the website are subject to change at any time without notice.

Please contact your account manager or [sales@leopardpromo.co.nz](mailto:sales@leopardpromo.co.nz) for any further product information, indent production options or if you can't find the product you are looking for.

Our account managers have extensive experience in product sourcing and creating a promotional marketing program that will meet your marketing goals.

If you get stuck, give us a call.

Contact customer service on 09 579 1656 or [sales@leopardpromo.co.nz](mailto:sales@leopardpromo.co.nz)