



PO Box 490215
Blaine, MN 55449-0215
Voice: 763-755-1402
Fax: 763-862-2920
mail: sales@marblesoft.com
Web: www.keyguardAT.us

How to Receive a Quote for a Purchase Order

Other manufacturers offer keyguards in limited designs, and you are required to set the software into the configuration supported by the keyguard. Keyguard AT keyguards are truly custom made to match the exact configuration of the app you are using. To do that, we need to know all the details of that configuration in order to correctly design the keyguard. Our website is designed for you to specify exactly how you want the keyguard made, and it is the basis for correctly placing a purchase order so we can serve you promptly, efficiently, and without errors. Please call us if you have any questions during this process.

If you don't follow this procedure, your order will be on hold while we contact you for the missing information, and we will add a \$50 order processing surcharge. Keyguards not ordered with this procedure are not warranted against design errors.

1. Go to the Keyguard Assistive Technology website, www.keyguardAT.us. Create your order by selecting each item you want, specifying the settings exactly as you have them set in the program being used.
2. Add each item to your shopping cart. After adding the last item, enter any order notes in the provided field. Please read the Terms and Conditions and check the box.
3. Click "Checkout". Create a new user account or log in with your existing account.
4. Provide your billing and shipping information. At the bottom of the Payment section, click "Quotation/Purchase Order".
5. Click "Complete Order". The order will be submitted and you'll get a confirmation email showing the quote number exactly what you specified, with instructions for paying by purchase order or credit card.
6. Email the email confirmation to your purchasing department, or print it and send it to them. The only detail they need to provide us on the purchase order is the quote number. In fact, please ask them not to copy all the specs onto the purchase order. That just wastes paper and time. When we get the purchase order (or credit card payment), we'll look up your order by its number and be ready to process it immediately.

Following this procedure takes the burden off the purchasing department by requiring the professional who's ordering the product to ensure that it is ordered correctly. It also puts the information in the format we need for manufacturing, and it allows a quote to be prepared by one person for payment by another. Thank you for following this procedure. We look forward to serving you promptly and accurately.