

PLACING AN ORDER

You will notice that from today our order form has been updated. To order please visit www.nichecom.co.uk

STEP 1 >

Select 'ORDER' and you'll be taken to the connect page.

STEP 2 >

Enter your email address and password (Your password has been set at **niche01**, you can amend your password within SETUP > MY ACCOUNT)

STEP 3 >

Once you have logged in select 'PLACE ORDER'

STEP 4 >

You are now ready to select products you wish to order. Choose between or any combination of FLOOR PLAN, EPC, 4 or 6, 8, 12 PHOTOS and select 'NEXT'

STEP 5 >

CONFIRMING YOUR ORDER - At this point I would advise that you have a final check of what you have ordered.

STEP 6 >

You'll then need to tick our T&C's and then select 'PLACE ORDER'

PAYING FOR AN ORDER

The system automatically defaults to the vendor as the payee, so if you would like us to collect payment from your vendor, then simply DO NOT PAY for the order. Please note that we do not collect payment on Floor plan and/or Photography only cases.

If we are to invoice you direct for all products, you'll need to acknowledge 'PAYMENT' for everything before you then proceed.

STEP 1 >

The system automatically defaults to the vendor as the payee, so you'll need to select yourselves to be invoiced.

STEP 2 >

Select 'PAY' select yourselves, select MY ACCOUNT and the CONFIRM.

STEP 3 >

By selecting 'MY ACCOUNT' this will result in us sending you an invoice at month end.

TRACKING EXISTING ORDERS & DOWNLOADING IMAGES

Tracking existing orders and downloading completed images could not be easier. Once you have logged in, select 'REVIEW CASES' enter the postcode of reference number of the case and hit 'GO'

When you find the case that you are looking for, you will be able to clearly see at what stage of the process the case is at. Appointment dates and time can be viewed by hovering over the respective FLOOR PLAN, EPC or PHOTOS sections.

You will receive email notifications when each element of the case is complete. You can download your FLOOR PLANS, EPCs and PHOTOS direct from the system anytime day or night.

If you have any questions, then please contact me on the number below.

Kind regards Mark Orme

0118 977 0690

Niche | Communications