

Follow steps below to update your billing address on orders that are waiting for payment.

#1

Home Logout **Order History** Profile Contact Us

Search Site

Order History

#2 **PENDING**

Start Date: 9/13/2023 End Date: 10/13/2023 Order Status: All Approval Status: All

Ordered By: Just My Orders Billing To:

APPLY FILTERS

EXPAND ALL

	Paid	Order Number	Order Date	Ordered By	Sub
View Reorder	X	390783	10/5/2023 11:26 AM	Admin User	\$53

25 items per page 1 - 1 of 1 items

Pending

ORDERS

Start Date: 9/13/2023 End Date: 10/13/2023 Paid: Any Approval Status: Any **→**

#3

	Paid	Approval Status	Order Date	Order Number
Edit Pay Now	Waiting for Payment	Approved	10/12/2023 9:24 PM	391750
Edit Pay Now	Waiting for Payment	Approved	10/12/2023 2:39 PM	391699
Edit Pay Now	Waiting for Payment	Approved	10/12/2023 11:17 AM	391627
Edit Pay Now	Waiting for Payment	Approved	10/12/2023 8:09 AM	391571

25 items per page 1 - 4 of 4 items

Order #391750 is Pending Payment

Your order has been submitted but is NOT complete and requires payment. You may choose to re-submit payment at this time. If you navigate away from this page this order can be found in your Pending Order History.

Payment Method

Submit Order Here

Pay With Credit Card

Subtotal	\$33.95
Shipping	\$0.00
Total Before Tax	\$33.95
Tax	\$1.87

Billing Address

#4

Edit

Total \$35.82

COMPLETE ORDER

Edit Billing Address

First Name *

#5

Last Name *

Title

Business Name

Address 1 *

City *

Country *

United States of America

State or Province *

Postal Code *

Phone *

Fax

Email


SAVE

CANCEL

Example of New Order email notification

(Once this is received, transaction has been finalized.)

Email not displaying correctly? [Click here](#) to view it in a browser.

Pricing Summary Subtotal: \$109.37 Promo discount: \$0.00 Tax: \$6.02 Total: \$115.39 Shipping: Additional	New Order #391766 10/13/2023 8:21 AM
Order Summary: 391766	Shipping by: DigiCOPY Eau Claire Pick Up
Customer Information	Item #1 Port Authority Ladies Interlock Cardigan
	
	<ul style="list-style-type: none">Quantity = 1Size = XLColor = Estate Blue Heather/ Charcoal Heather : CVTC Full Logo (One Color White)

CONTACT US:

DigiCOPY Eau Claire Store (715) 552-3444
M-F - 7am - 7pm | Sat - 9am - 5pm

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