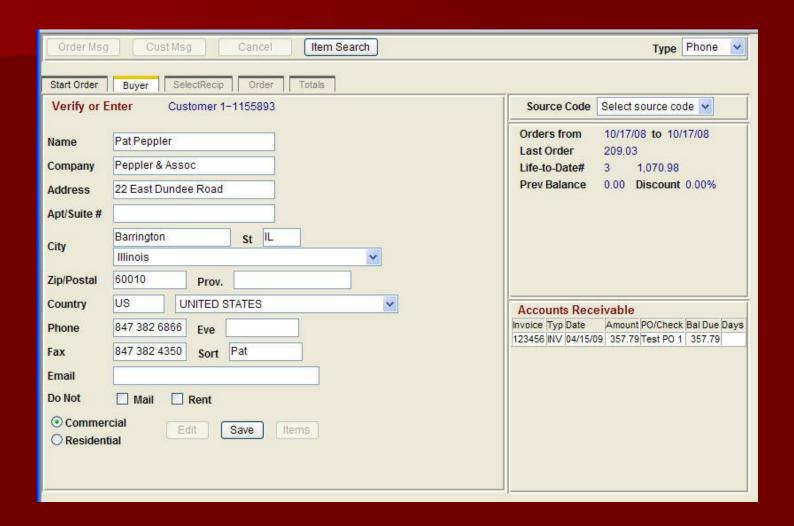# Order Entry

- Search existing customers and inquiries
- Add new customer/verify address
- Review previous orders and copy
- Multiple recipients per order
- Item details
- View all recipients and items with order totals
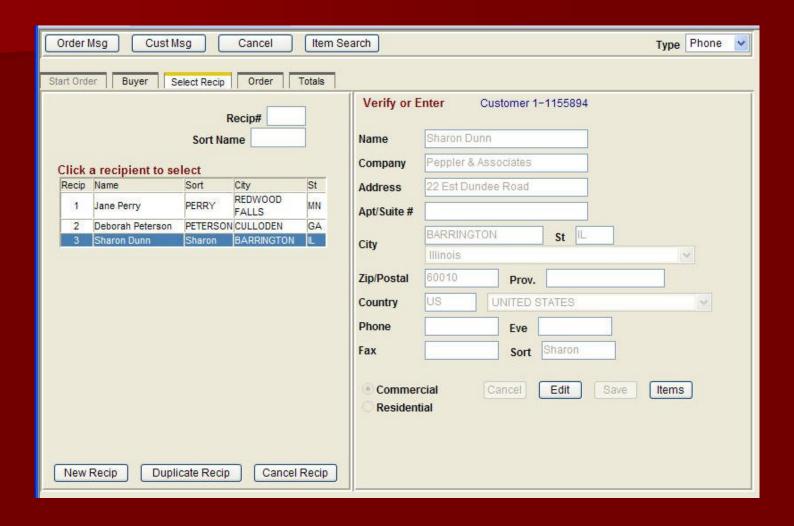
Search

Add new customer/verify address

Click "Save" to verify the address. Delivery point validation is also checked, but may be bypassed for billing only addresses.   Open invoices are also displayed.
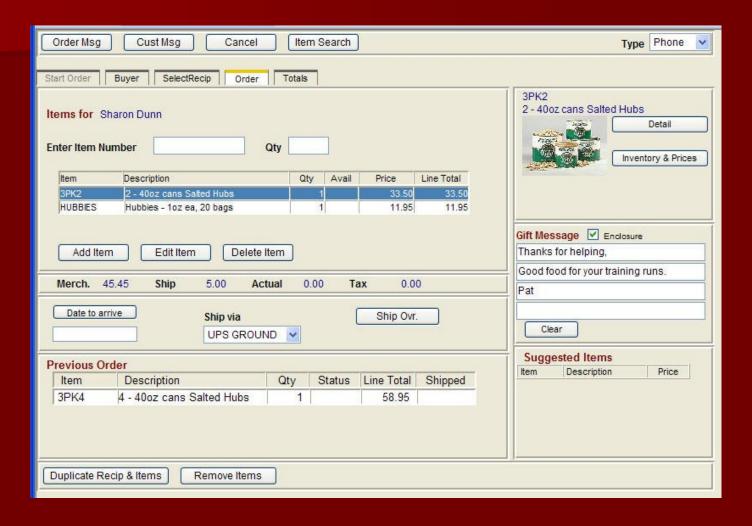
Select recipients from the address book
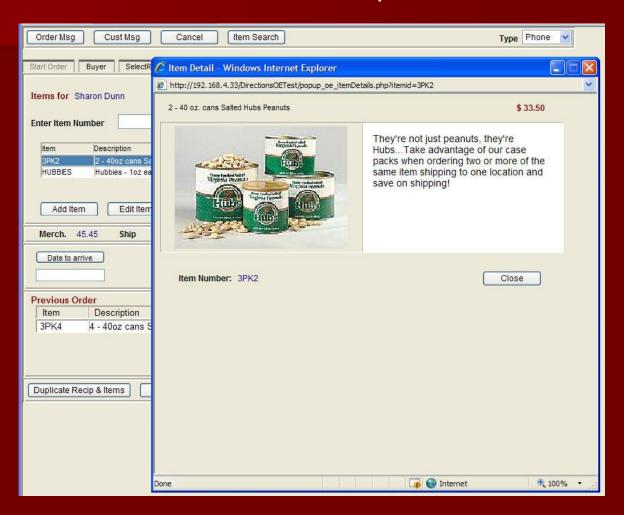## Addresses can be verified real time.

Add items

Each recipients' previous orders are displayed. One click can duplicate the recipient, items, and gift message.
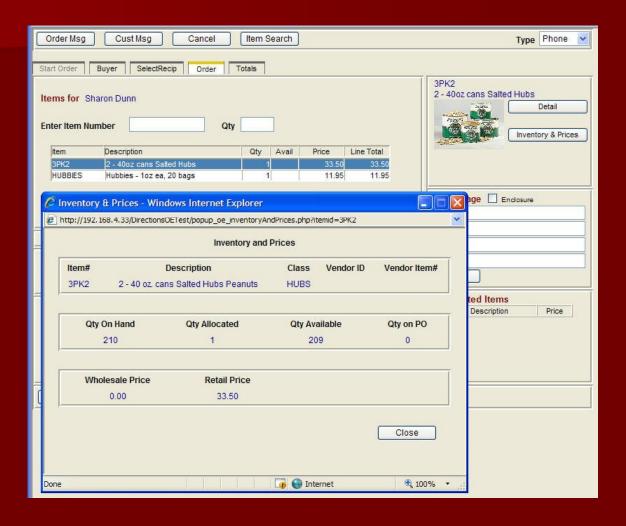
Item details

View the same images and information available on the web and display additional information available only for customer service.

And more item details
See item availability in multiple warehouses, or delivery time from the vendor.

View all recipients and items.
Real time payment authorization.