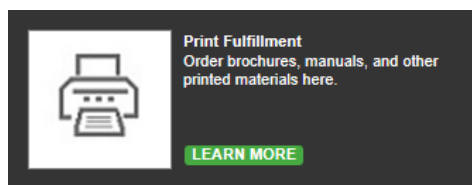


**TO:** Weil-McLain Distributors and Agents  
**FROM:** Vithika Mehrotra, Sr. Marketing Communications Manager  
**SUBJECT:** Distributor Online Ordering for Literature and Product Manuals

Weil-McLain® is committed to providing quality products and services to grow your business. In order to better equip our distributors with marketing and sales literature we are rolling out an online ordering program.

Current product literature and manuals can be found on our website under the DOWNLOADS section on each of the [individual product pages](#). Supporting literature for our discontinued product lines and models are stored in their [own section](#) also on the product page. You can open these documents and save them to your computer or tablet for future reference. If you need printed, hard-copy versions for current products, you will now be able to order those online.

To access online ordering, visit the Distributor's page on our [website](#). Once on the Distributor's page, using the left menu bar, choose distributor print fulfillment or under the page section **Information for Distributors Only**, click on the Print Fulfillment button:



You will need to login with your 5 digit Weil-McLain account number for both the User Name and Password. If you do not know your 5 digit Weil-McLain account number, please contact your Weil-McLain regional office, customer service representative or sales representative. Once logged in, click the link that will take you to the online customer portal.

Please look over the [instructions](#) and follow the simple steps to order online:



You have the ability to order by product name or item number and verify the contents by clicking on the thumbnail of the item for an expanded view of the document. With an editable shopping cart and shipping options, you can get the literature you need by selecting the desired delivery date. Your order is confirmed via email with tracking number once the order ships. This new online system allows you to place orders from your computer, smart phone or tablet.

Faxed order forms from Distributors will no longer be accepted after June 15, 2014.

Contractors are still encouraged to submit their product manual and literature orders via fax by downloading an order form found on our [Product Support Instructions](#) section of the website. We will be rolling out online ordering for contractors at a later date.

If you have any questions about the online ordering process, please call your regional Weil-McLain office or Staci at Express Press, 574-277-3355.

Thank you for your commitment to Weil-McLain products and services