

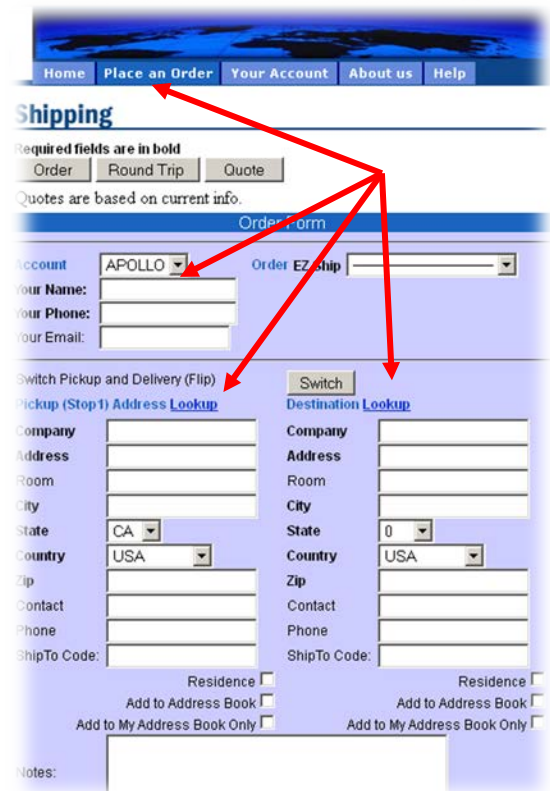
Login

1. Go to www.apollocouriers.com
2. Click [track/order] in upper right hand corner of menu bar
3. Select L.A./Orange County from drop down
4. Type in User: _____
5. Type in Password: _____
6. Click [GO!]

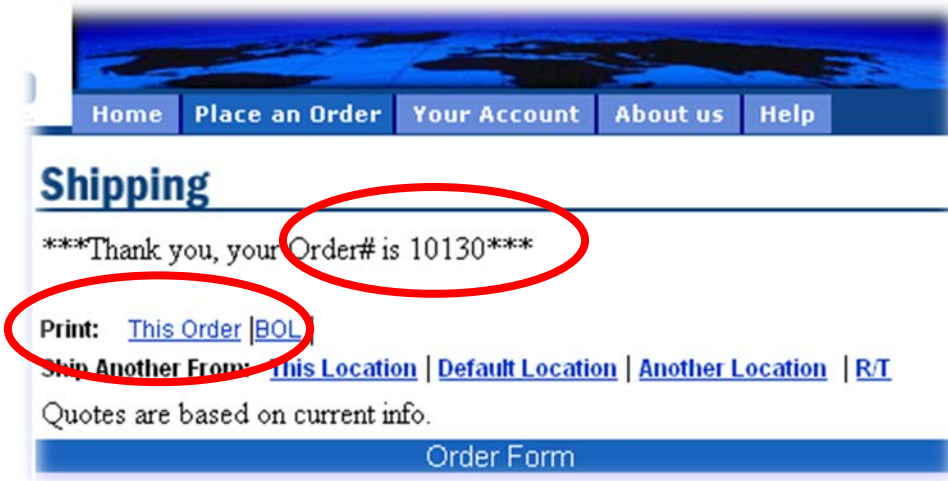


Order

1. Click on [Place an Order] from buttons at top of screen
2. Input Name
3. Input Phone
4. Select EZ Ship for saved orders (optional)
5. Complete pick up information or select [Lookup] for list of saved locations
6. Complete destination information or select [Lookup] for list of saved locations
7. In [Notes] section, please include any special instructions
 - Pieces, ready time, vehicle, weight, ready date
8. Confirm [Service Items] information
9. Include Order References (Optional)



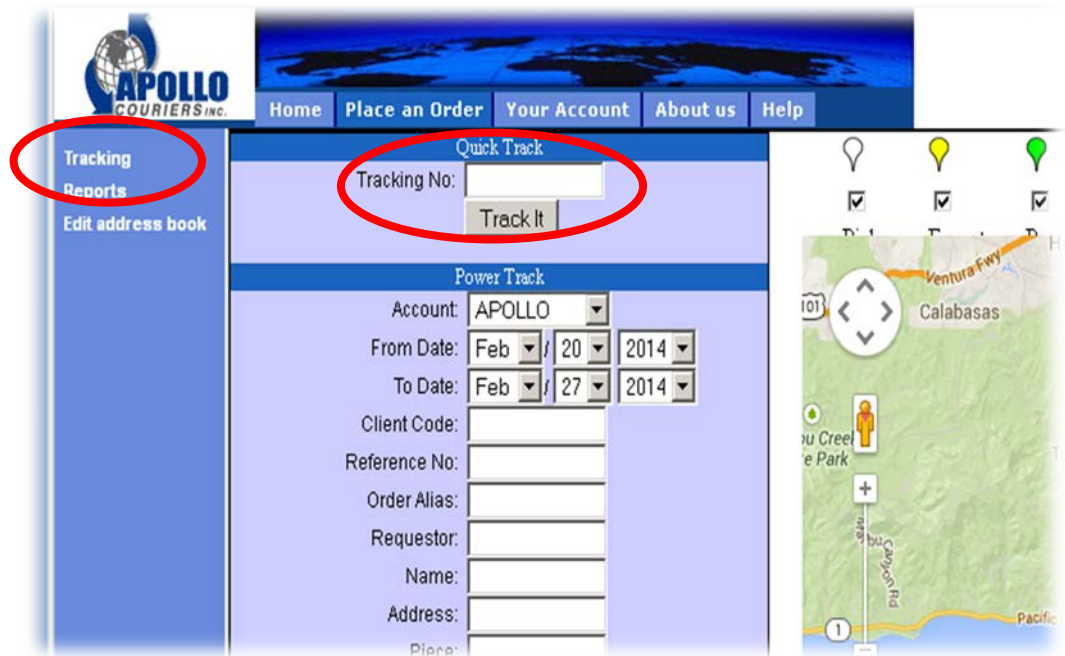
10. Input Emails to receive delivery receipts (optional)
11. Save as EZ Ship (optional) – order becomes a save template for future orders
12. Review order and select [Order]
13. Record Order# or Print from [This Order]



Contact Numbers:

Contact Name	Position	Apollo Ext #	Cell Phone
Main Office	Customer Support	800-873-3444	
Michael Lombardo	Account Executive	104	(949) 226-3412
Robert Loomis	Operations Manager	116	(808) 371-4675
Ernesto Acosta	Driver Manager	121	(310) 901-1299
Payman Khosravi	Sales (Principal)	110	(949) 254-0401
Frank Ghamari	Accounting (Principal)	111	(310) 505-2227

Tracking



1. Click on [Tracking] from buttons in the left hand column
2. Input Ticket No. and click [Track It]
 - a. Locate driver on Map
 - b. Review order detail by selecting order number
 - c. Review order charges