



# Informal order confirmation to the client

If the customer has sent the order informally (Whatsapp, Skype, e-mail, phone call), you can prepare and place the client's order on the client's behalf. To do this, you must first enter the **Client's order** you have received in OZOLS and then you can send it to the Client:

1. **Print**  [Print] > **Order to Client**. A pdf document will open in your computer's internet browser (eg Chrome):
  1. Follow the instructions in your web browser to send it to the **printer**
  2. To send this document via **Whatsapp** or **Skype**, copy the link of the created pdf document in the Internet browser and send this link to the desired recipient.
2. Send as an **e-mail**  with attached pdf > **Order for Client** or **Inform client for cargo accepting**

**The sender's signature and stamp** can be automatically added to the client's order - contract . Instructions for adding a signature and stamp are [here](#) .

---

Revision #3

Created Wed, Aug 24, 2022 11:27 AM by [Janis Veldre](#)

Updated Wed, Oct 26, 2022 1:55 PM by [Janis Veldre](#)