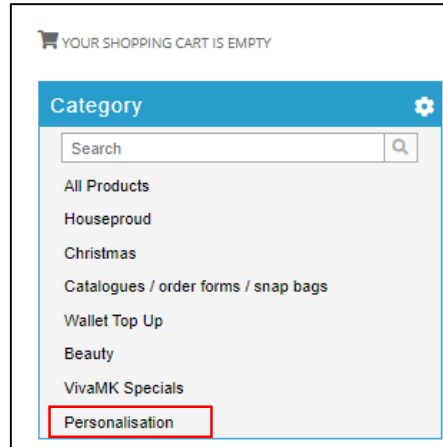
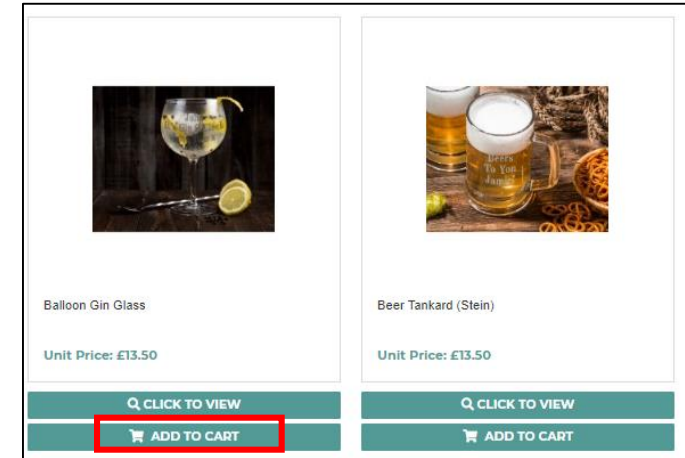


# Personalisation Ordering Process

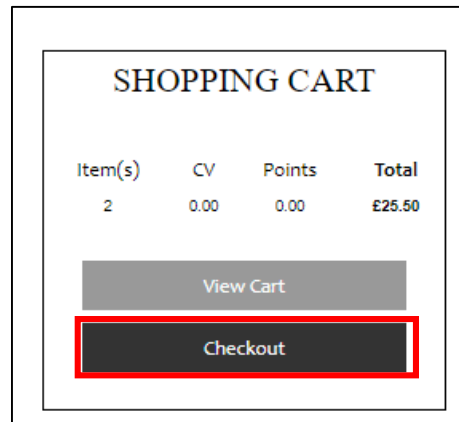
Step 1  
 Login to your account at [www.vivamknetwork.biz](http://www.vivamknetwork.biz)  
 and select  
 Shop  
 Buy Now  
 Personalisation Category



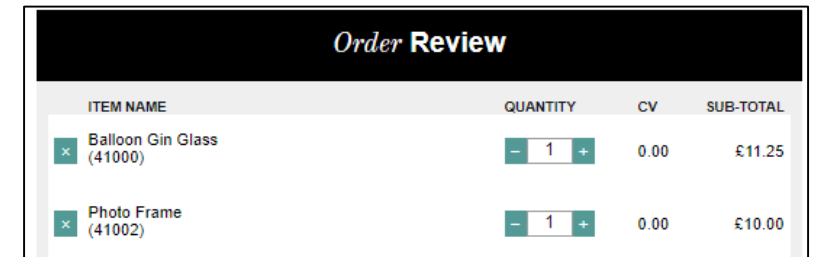
Step 2  
 Select the Personalisation item(s) you wish to order by selecting Add to Cart (You can change the quantity if needed at checkout)



Step 3  
 Once all the items have been added to your order, select checkout.



Step 4  
 Review your order, making sure you are happy with the items purchased. Here you can change the qty needed too.



# Personalisation Ordering Process

**Step 5**  
Enter the address you wish to have the items delivered to.

FIRST NAME*	K
LAST NAME*	Example
E-MAIL*	Example@Vivamk.Com
TELEPHONE*	123456789
HOUSE NAME	VivaMK
STREET NAME **	Tester Street
COUNTRY*	United Kingdom
CITY*	Test City
POSTCODE*	AA12 3BB
COUNTY*	Lancashire
COMPANY	

**Step 6**  
Select Your Payment Method.


**Payment Method**

SELECT PAYMENT METHOD

Credit / Debit Card

eWallet

SELECT ACCOUNT: Test

CARD TYPE:\*  Visa Card

CARD NUMBER:\*   
*Card Number Required.*

CARD EXPIRY:\* Month   
*Month Required.*

Year   
*Year Required.*

CVV CODE:\*

CARDHOLDER NAME:\*   
*Cardholder Name Required.*

**Step 7**  
Agree to the Terms and Conditions and Place your order

TERMS & CONDITIONS: I HAVE READ AND UNDERSTOOD THE TERMS AND CONDITIONS RELATING TO THIS ORDER

**Place Order Now**

**Step 8**  
Retrieve your order number. You can find this via your email receipt or in your order History.

**My Order(s) History** ⚙️

Orders Open Orders Cancelled Orders AutoShip Orders

10 order(s) placed in past 6 months

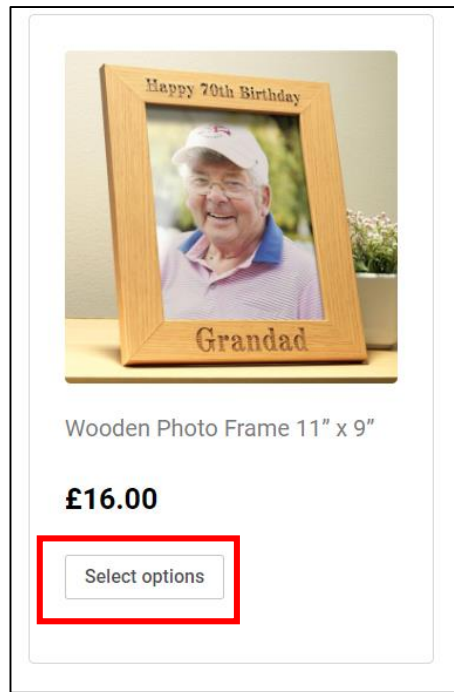
ORDER PLACED	Total	
Nov 18, 2019	€26.45	<b>ORDER # OrNo28922</b>

## Personalisation Ordering Process

### Step 9

Go to <http://vmkpersonalised.com/> and find the items you have ordered and paid for on your online shop.

Once you have located the item you have ordered on your distributor account, press select options



### Step 10

Enter the text you wish to have inscribed on the product. Once you are happy the text is correct select Add to Cart. Repeat these steps for all personalised items that you have ordered and paid for on your shop.

**Wooden Photo Frame 11" x 9"**

£16.00

Beautiful free standing photo frame with natural wood effect.

Size 11" x 9" (Photo Size 8.5" x 6.5")

Top Text (20 characters max) \*

Bottom Text (20 characters max)

1

### Step 11

Go to your cart and check you are happy with all items ordered and the text entered on each item. Once happy Select Proceed to Checkout

	Product	Price	Quantity
	Wooden Photo Frame 11" x 9" Top Text (20 characters max): VivaMK Showcase Bottom Text (20 characters max): 29th February 2020	£16.00	<input type="text" value="1"/>

[Proceed to checkout](#)

# Personalisation Ordering Process

## Step 12

Enter your billing address as normal, if you wish to have the ordered delivered to an alternative address, please tick Ship to a different address and fill in the delivery address for the order.

First name *	Last name *
<input type="text"/>	<input type="text"/>
Company name (optional)	
<input type="text"/>	
Country *	
United Kingdom (UK)	
Street address *	
House number and street name	
Apartment, suite, unit etc. (optional)	
Town / City *	
<input type="text"/>	
County (optional)	
<input type="text"/>	
Postcode *	
<input type="text"/>	
Phone *	
<input type="text"/>	
Email address *	
<input type="text"/>	

## Step 13

In Order notes, enter your order number from your VivaMK account. We need this to verify the payment has been made for the goods being ordered. Without this we cannot put your order through to the Personalisation department.

Please enter your VivaMK Order Number here (without this we cannot fulfill your order) \*

VivaMK Order Number

## Step 14

The checkout will say cash on delivery. If you place your order on <http://vmkpersonalised.com/> without first making the order and payment on our distributor shop (Steps 1-8) then the order will not be put through.

Select Place Order.

You will receive an email receipt for this order (please check your junk) this is your confirmation that the process has been completed

Cash on delivery

Pay with cash upon delivery.

Your personal data will be used to process your order, support your experience throughout this website, and for other purposes described in our [privacy policy](#).

Place order