

# Event Order Rep Re-Association Process

Please use the following guide to submit an event order on Cutco Orders to be processed under a different representative.

1.) On Step 3 of the 3-Step check out process in Cutco Orders (*Step 3 = Place Order*) click the button for **'Special Instructions for Olean to process the order'**

← CUTCO The World's Finest Cutlery Exit to Shop | Dave Bush · 61001141 · Vector US

1 Billing & Shipping 2 Payment & Ship Method 3 Place Order

Special Instructions for Olean to process the order

Include a Gift Message on the Packing Slip for the Recipient

**BILLING ADDRESS**  
Dave Bush  
1116 E State St  
Olean, NY 14760-3814  
phone: 716-307-6890

**SHIPPING ADDRESS**  
Dave Bush  
1116 E State St  
Olean, NY 14760-3814  
phone: 716-307-6890

SHOPPING CART

|  |                                       |          |
|--|---------------------------------------|----------|
|  | Hardy Slicer<br>#3738C Classic Qty: 1 | \$180.00 |
|--|---------------------------------------|----------|

Total: \$180.00

2.) When clicked, a text box appears. Enter in this standard comment:

'Please Transfer to Rep (Insert Rep Name Here) – Rep #XXXXXXXX (That reps Rep #)

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1 Billing & Shipping 2 Payment & Ship Method 3 Place Order

Special Instructions for Olean to process the order × Clear

Please Transfer to Rep Steve Pokrzyk - Rep #12344321

198 characters remaining

SHOPPING CART

|  |                                       |          |
|--|---------------------------------------|----------|
|  | Hardy Slicer<br>#3738C Classic Qty: 1 | \$180.00 |
|--|---------------------------------------|----------|

Total: \$180.00

3.) Complete the rest of Step 3 and click submit when done. The order will be manually handled by a member of our Admin Services team to re-associate the order before it is processed.

## Notes:

Please use the reps' full name (no nicknames please) and rep number (if known) for quicker processing. If our Admin Service team has any questions, they will reach out to you directly.