



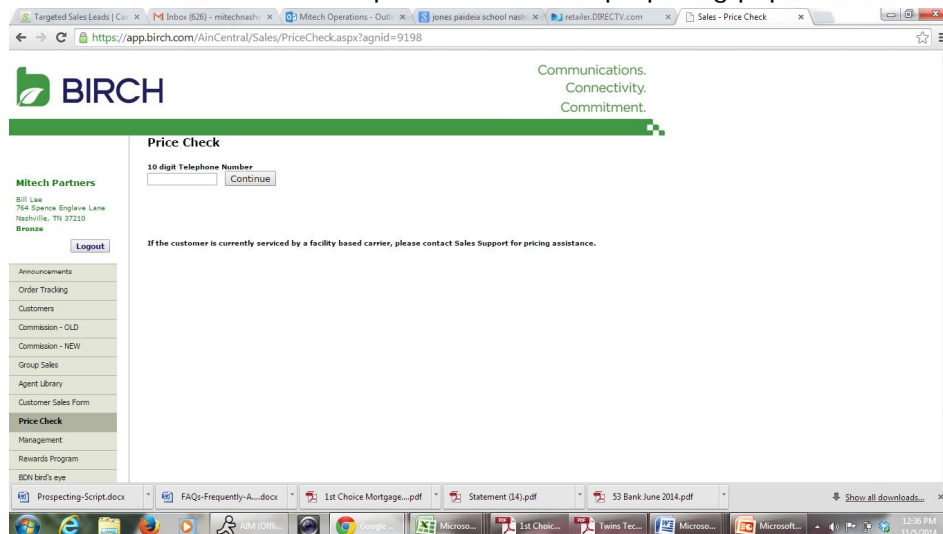
How to create Quotes/Agreement Paperwork for **Birch Communications**

There are 2 ways! Here's way #1...

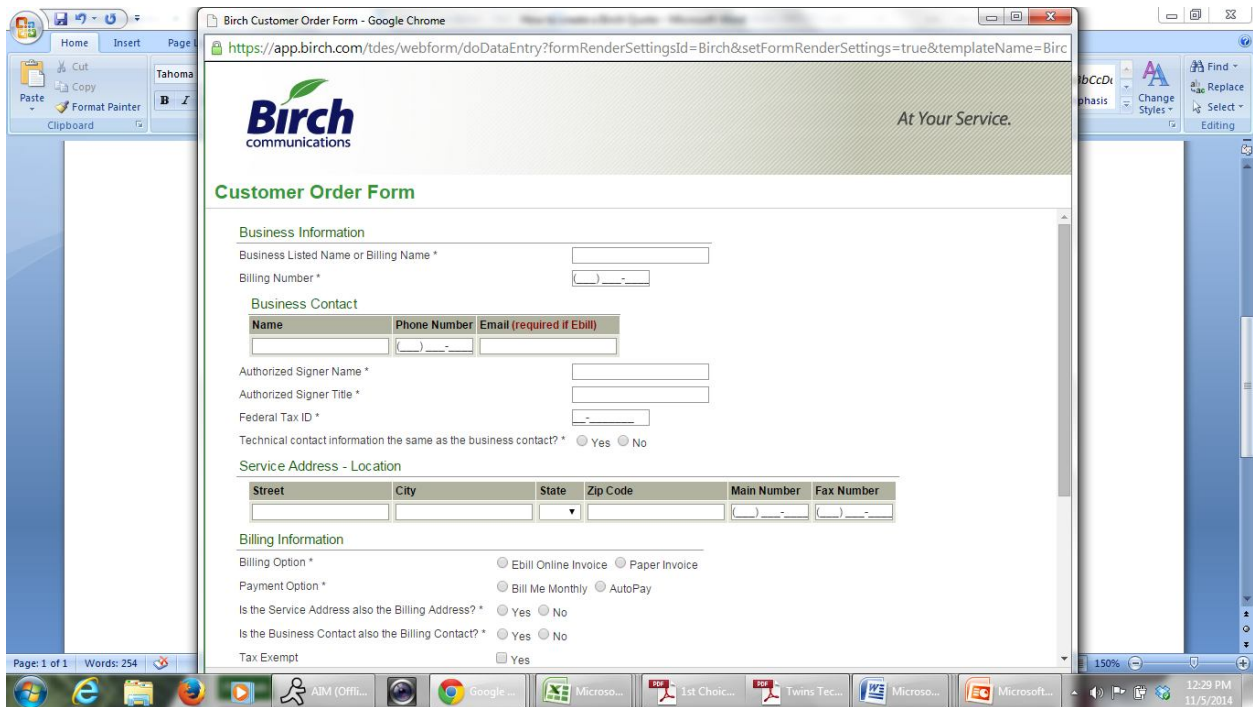
(Do it yourself)

**Remember Birch is a reseller of AT&T so wherever there is AT&T, Birch is usually available. AT&T also does not pay commission on business analog lines. So in the case of a small business customer, it's better to sell Birch vs AT&T in order to get paid.

1. Log in Birch Portal here: <https://app.birch.com/aincentral/>
Login Name: 9198
Password: 7178
 - a. Click 'Price Check' on the left column. Here you will be able to enter the customer's phone number to get accurate price rates for phone and internet service. You will need these prices later when preparing paperwork.



2. Click 'Customer Sales Form' on left column
3. Click 'New Customer Sales Form' – waiting about 10 seconds. This form will pop up:



4. Scroll down to complete. If you are porting phone numbers, enter those numbers. If you are NOT porting numbers (adding new lines) enter the new phone numbers as 000-000-0000
5. Click 'Publish' at the bottom left corner. If there are errors, this system will let you know what needs to be corrected.
6. Once completed this document will show up on the 'Customer Sales Form' page. You can then click your customer to save the document to your hard drive.
7. Send Document to customer for signatures and initials.
8. Once you have received the signed docs from the customer, send these documents to:
birchorders@mitechpartners.com
9. These orders will be reviewed for accuracy and sent over to Birch Communications.

Here's way #2...

(Let Birch Do it)

1. Email quotes@birch.com with what services you need quoted. Always include company name, address, email, # of phone lines, speed of internet requested, etc. If you have already sold the deal, you can also request Agreement paperwork from this email.
2. Call 877-711-7939 and let a Birch Associate know you just sent a quote/agreement paperwork request. The Mitech ID is: 9198
3. You will receive the email with appropriate documents as requested

Need help with something?
Visit Mitechpartners.com > Forms tab
Password: Mitech2013

