



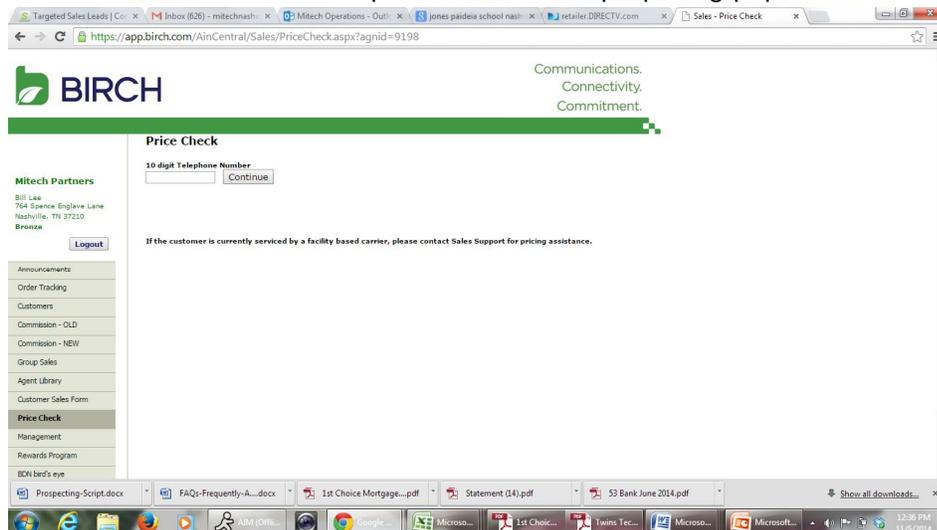
How to create Quotes/Agreement Paperwork for **Birch Communications**

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:

Birch communications At Your Service.

Customer Order Form

Business Information

Business Listed Name or Billing Name *

Billing Number *

Business Contact

Name	Phone Number	Email (required if Ebill)
<input type="text"/>	<input type="text"/>	<input type="text"/>

Authorized Signer Name *

Authorized Signer Title *

Federal Tax ID *

Technical contact information the same as the business contact? * Yes No

Service Address - Location

Street	City	State	Zip Code	Main Number	Fax Number
<input type="text"/>					

Billing Information

Billing Option * Ebill Online Invoice Paper Invoice

Payment Option * Bill Me Monthly AutoPay

Is the Service Address also the Billing Address? * Yes No

Is the Business Contact also the Billing Contact? * Yes No

Tax Exempt Yes

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

