

Creating a Customized Kiosk Order

April 2015

NOTE: at this time only the product can be customized on a starter kit, the shelves CANNOT be changed. If a parish wants different shelves create a quote and use the Display ONLY part # LH_NGKD (this still comes with 2 CD shelves, 1 book shelf and 1 booklet shelf), then add the extra shelf or shelves and all of the appropriate product, no customization is necessary and pricing is just the total of all the components.

1. Create a quote on the proper customer record, using NetSuite or if you do not have access to Net Suite, please use the [Next Generation Kiosk Customization Form](#)

2. Enter The Custom Starter kit and ALL appropriate product for the starter kit being customized (product that can be customized are listed below by Starter Kit) items included on the Divine Mercy Module is NOT customizable, we only have 4 titles of each currently available. No shelving substitutions may be made in a starter kit.

- a. Full Size Single Sided
 - i. 160 CDs (10 copies of 16 titles)
 - ii. 5 5 packs of booklets
 - iii. 4 Book titles 6 copies each
 - iv. 3 copies of 4 DVDs
- b. Full Size Double Sided
 - i. 240 CDs (10 copies of 24 titles)
 - ii. 10 5 packs of booklets
 - iii. 8 Books titles 6 copies each
 - iv. 3 copies of 4 DVDs
 - v. 1 copy of 4 Multi-CD sets
- c. Mid Size Single Sided
 - i. 80 CDs (10 copies of 8 titles)
 - ii. 5 5 packs of booklets
 - iii. 4 Books titles 6 copies each
 - iv. 3 copies of 4 DVDs
- d. Mid Size Double Sided
 - i. 160 CDs (10 copies of 16 titles)
 - ii. 10 5 packs of booklets
 - iii. 8 Books titles 6 copies each
 - iv. 3 copies of 4 DVDs
 - v. 1 copy of 4 Multi-CD sets
- e. Table Top
 - i. 80 CDs (10 copies of 8 titles)
 - ii. 5 5 packs of booklets
 - iii. 4 Books titles 6 copies each

- f. NGK Wall Mount
 - i. 60 CDs (10 copies of 6 titles)
 - ii. 2 5 packs of booklets
 - iii. 2 book titles 2 copies each
 - iv. 2 packs of pamphlets (50 copies per pack)
- g. Wooden MultiMedia Display
 - i. 80 CDs (10 copies of 8 titles)
 - ii. 4 5 packs of booklets
 - iii. 2 Books titles 5 copies each

3. If the customer is ordering items not included in the starter kit, please enter those items AFTER all the starter kit items.

4. Headerboard substitutions should be entered in the Notes section of the quote, this is the ONLY substitution that should ever go in the notes.

5. Choose correct shipping method

6. Verify that the shipping and billing addresses are correct for this order

7. Send an email to customer.service@lighthousecatholicmedia.org with the subject line formatted as:

CUSTOMIZED KIOSK – Quote: {quote number}

8. In the body of the email, give a brief description of the kiosk being customized and any special requests, such as adding the proper shelves if the quote was created using Parish Access. (ie: This is a customized double-sided starter kit, please adjust the pricing)

9. The quote will be adjusted and an updated invoice emailed to the account manager, or the customer if specifically requested.