



# Online Order Guide Book

Our Partners



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This guide is written for helping you to start ordering products online with Allawdocs. If you have any questions, please feel free to contact us on 1300 729 914 or email to [admin@allawdocs.com.au](mailto:admin@allawdocs.com.au).

## 1.0 IE SETTING

Please note, whenever IE pops out of the windows as shown in Figure 1, please select NO to ensure the entire webpage is viewable.

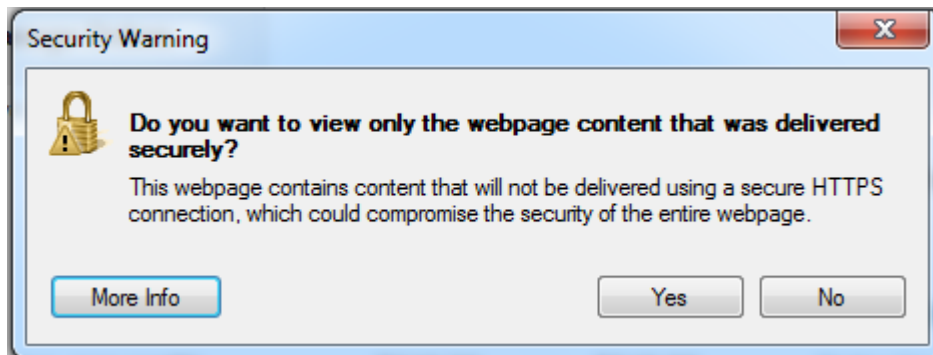


Figure 1

## 2.0 LOGIN INFORMATION

### 2.1 USER NAME AND PASSWORD

Please note that you might have been automatically registered if you have ordered any product with us before. Please try to login with your email address you provided to us and follow the link as shown in Figure 2 to gather your password.

If you know your User Name (Email) and Password, please login on our webpage and you can start order products or manage your orders.

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## Log In

**NOTE: You might have been registered if you have ordered any products with us before, please try to use your email address to login. If you do not know or forget your password, [click here](#).**

However, if you never order before, [click here](#) to register.

User Name:   
Password:

Figure 2

## 2.2 REGISTER

If you are a new customer or your email has not been registered, please follow the link on the webpage to register.

When registering on our website, please make sure you put in the correct Organisation ABN. We will retrieve your organisation information if it exists in our database according to this ABN and create your account under this organisation.

The first person register under one ABN will be the primary contact by default in our database. Please contact our administrator if you need to change the primary contact.

NOTE: Either ABN or Email of the organisation is required to create the organisation.

You are :\*

### Organisation Info

\*Your ABN serves as your unique identifier allowing us to provide a more personalised service.

Organisation ABN :\*

Organisation Name :\*

Email :\*

Phone Number :\*

Fax Number :

Address 1 :\*

Address 2 :

City :\*

State :\*

Postcode :

Country(if not in Australia) :

Copy organisation's details to contact's details

### Personal Info

First Name :\*

Last Name :\*

Email :\*

Phone Number :\*

Fax Number :

Address 1 :\*

Address 2 :

City :\*

State :\*

Postcode :

Country(if not in Australia) :

Figure 3

## 3.0 MANAGE YOUR PERSONAL DETAIL

You can manage your personal details anytime when you select the “Edit Personal Information” option as illustrated in Figure 4. However, if you find the organisation's details are incorrect, please contact us and we will help you to update the details.

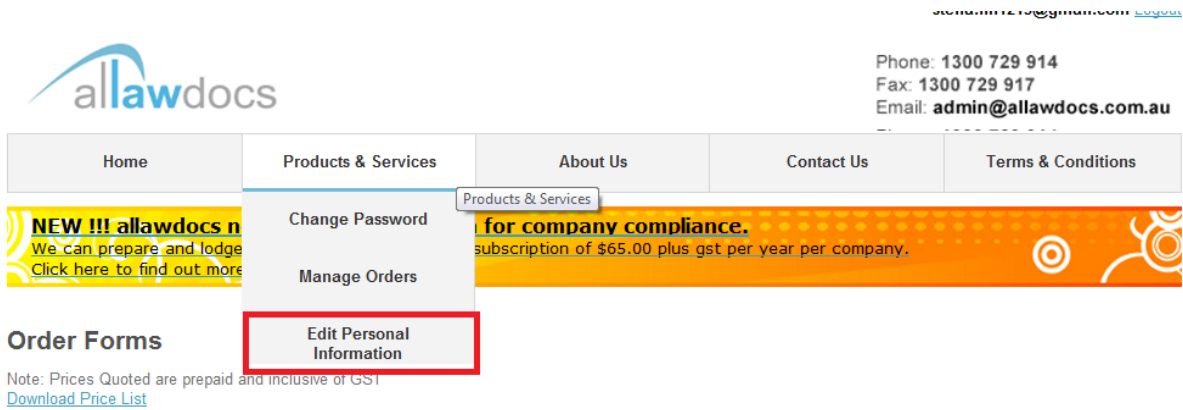


Figure 4

## 4.0 CHANGE PASSWORD

If you would like to change your password, simply click on “Change Password” and the page will be directed to the page as shown in Figure 5. Please type in your original password and new password. After that, please click on the button to change the password.

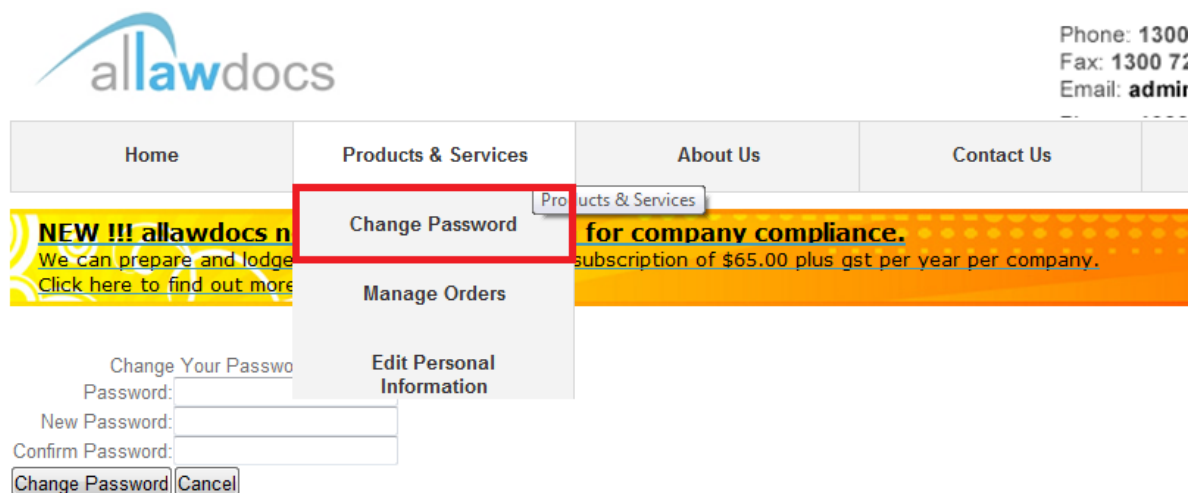
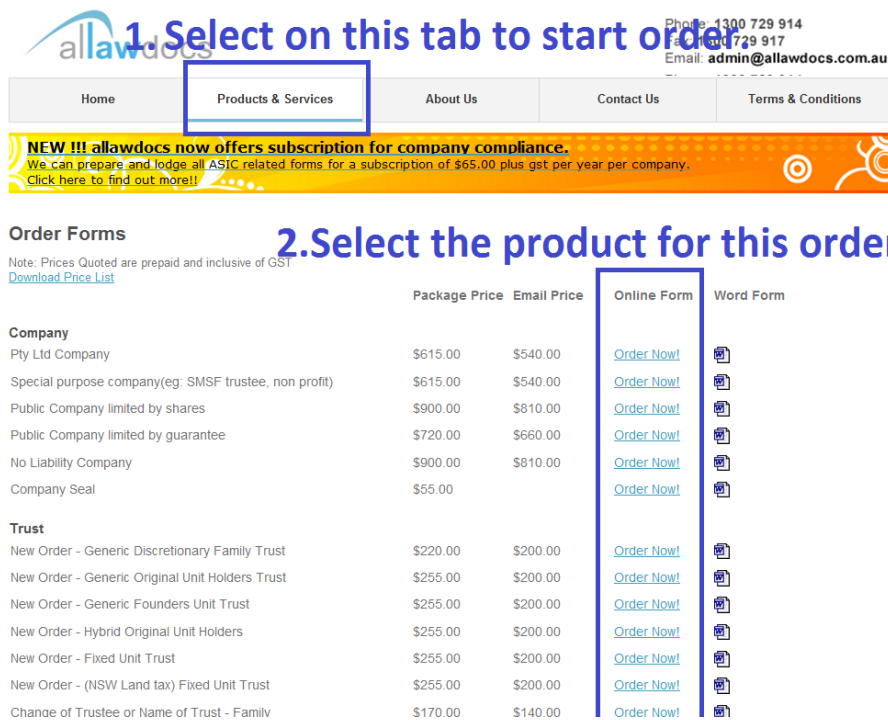


Figure 5

## 5.0 ONLINE ORDER

### 5.1 START ORDERING

Firstly, when you come to our [website](#), please log in with your username and password and select the “Products & Services” tab as shown in Figure 6. Secondly, please choose the product you would like to order.



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**Order Forms**  
Note: Prices Quoted are prepaid and inclusive of GST  
[Download Price List](#)

**2. Select the product for this order.**














	Package Price	Email Price	Online Form	Word Form
<b>Company</b>				
Pty Ltd Company	\$615.00	\$540.00	<a href="#">Order Now!</a>	
Special purpose company(eg: SMSF trustee, non profit)	\$615.00	\$540.00	<a href="#">Order Now!</a>	
Public Company limited by shares	\$900.00	\$810.00	<a href="#">Order Now!</a>	
Public Company limited by guarantee	\$720.00	\$660.00	<a href="#">Order Now!</a>	
No Liability Company	\$900.00	\$810.00	<a href="#">Order Now!</a>	
Company Seal	\$55.00		<a href="#">Order Now!</a>	
<b>Trust</b>				
New Order - Generic Discretionary Family Trust	\$220.00	\$200.00	<a href="#">Order Now!</a>	
New Order - Generic Original Unit Holders Trust	\$255.00	\$200.00	<a href="#">Order Now!</a>	
New Order - Generic Founders Unit Trust	\$255.00	\$200.00	<a href="#">Order Now!</a>	
New Order - Hybrid Original Unit Holders	\$255.00	\$200.00	<a href="#">Order Now!</a>	
New Order - Fixed Unit Trust	\$255.00	\$200.00	<a href="#">Order Now!</a>	
New Order - (NSW Land tax) Fixed Unit Trust	\$255.00	\$200.00	<a href="#">Order Now!</a>	
Change of Trustee or Name of Trust - Familv	\$170.00	\$140.00	<a href="#">Order Now!</a>	

Figure 6

After that, please fill in the information that is required for this order.

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Phone: 1:  
Fax: 1300  
Email: ad

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Order Forms > New Order - Generic Discretionary Family Trust

**NOTE: Order can be saved anytime by clicking on 'Save Button'.  
Saved orders can be resumed later by going to [Manage Orders](#).**

**Trust Details**

Trust Name :\*

State :\*

Settled Sum :\*

Meeting Address

Address 1 :\*

Address 2 :

City :\*

State :\*

**Current Trustee Detail**

Trustee 1

Trustee Is Company ?

Name :\*

**Please fill in all required information.**

Figure 7

Please note: Order can be saved anytime by clicking on 'Save Button' in Figure 8. Moreover, saved orders can be resumed later by going to [Manage Orders](#) as shown in Figure 9. Please also see how you can manage your orders in next section.



Figure 8

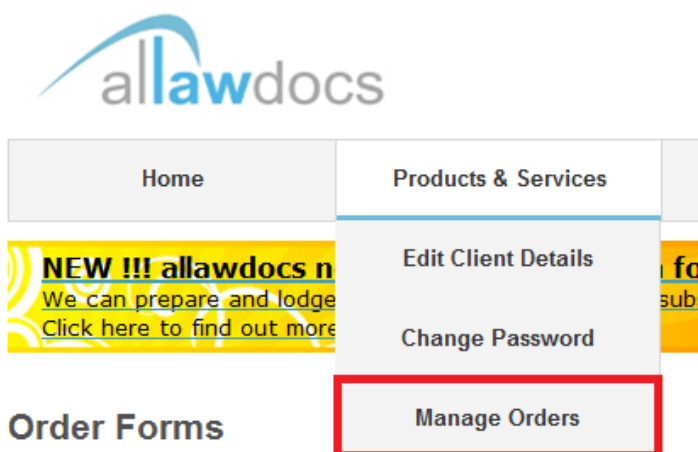


Figure 9



## 5.2 UPLOAD A FILE

You may need to upload a file or send the file to us via mail, email or fax if you order some specific products. For example, Deed of Amendment. In this case, if you would like to upload the file via this online order form, please click on the “Browse” button and select the file from your local computer as indicated in Figure 10. Else you will receive a reminder email with information of the way you selected to provide these documents once you submit this order.



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Order Forms > Deed of Amendment - Family

NOTE: Order can be saved anytime by clicking on 'Save Button'. Saved orders can be resumed later by going to [My Order Forms](#).

How would like to provide executed copies of the original deed and any subsequent variations?

File Attachment here  By Mail  By Fax  By Email

Note: acceptable file type: JPG, JPEG, GIF, PDF, TIF, TIFF  
  (Max Size: 5MB)

Uploaded Files( Maximum 5 Files )

Name	Size
------	------

Figure 10

## 5.3 CHOOSE DELIVERY METHOD

After clicking on “Next”, you will be directed to the next page and asked to choose the delivery method. Please select and click next again.

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[Order Forms](#) > New Order - Generic Discretionary Family Trust

NOTE: Order can be saved anytime by clicking on 'Save Button'.  
Saved orders can be resumed later by going to [Manage Orders](#).

**Delivery Details**

Delivery Method : \*  Full Package  Via Email

Save Order Previous Next Cancel

Figure 11

## 5.4 REVIEW ORDER

In the following step, you will see the detail of this order you just created, please confirm the information and click next if it is correct. Or you can click “previous” button to go back and amend the detail.

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[Order Forms](#) > New Order - Generic Discretionary Family Trust

NOTE: Order can be saved anytime by clicking on 'Save Button'.  
Saved orders can be resumed later by going to [Manage Orders](#).

**Trust Details**

Trust Name *	TEST
State *	ACT
Settled Sum *	10
Meeting Address	
Address 1 *	TEST
City *	TEST
State *	NSW
Current Trustee Detail	

Trustee 1

Figure 12

## 5.5 MAKE THE PAYMENT

Once clicking “Next” on the confirmation page, you will be directed to the payment page. Please select whether you want to pay by credit card or bank deposit as shown in Figure 13. Some customers may be able to see the “On Account” option if you contacted with us for this option previously.

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[Order Forms](#) > Superannuation Fund Order Form

**NOTE:** Order can be saved anytime by clicking on 'Save Button'.  
Saved orders can be resumed later by going to [Manage Orders](#).

Payment Method  Credit Card(Preferred)  Bank Deposit

Card Type: VISA

Card Holders Name:

Card Number\*:

Card Expiry: 01 / 2010

Total Amount: **\$200.00**

**IMPORTANT NOTE**  
I the applicant hereby acknowledge and accept responsibility for the amount payable to Allawdocs Pty Ltd for the provision of the documentation referred to in this application.

I accept this undertaking

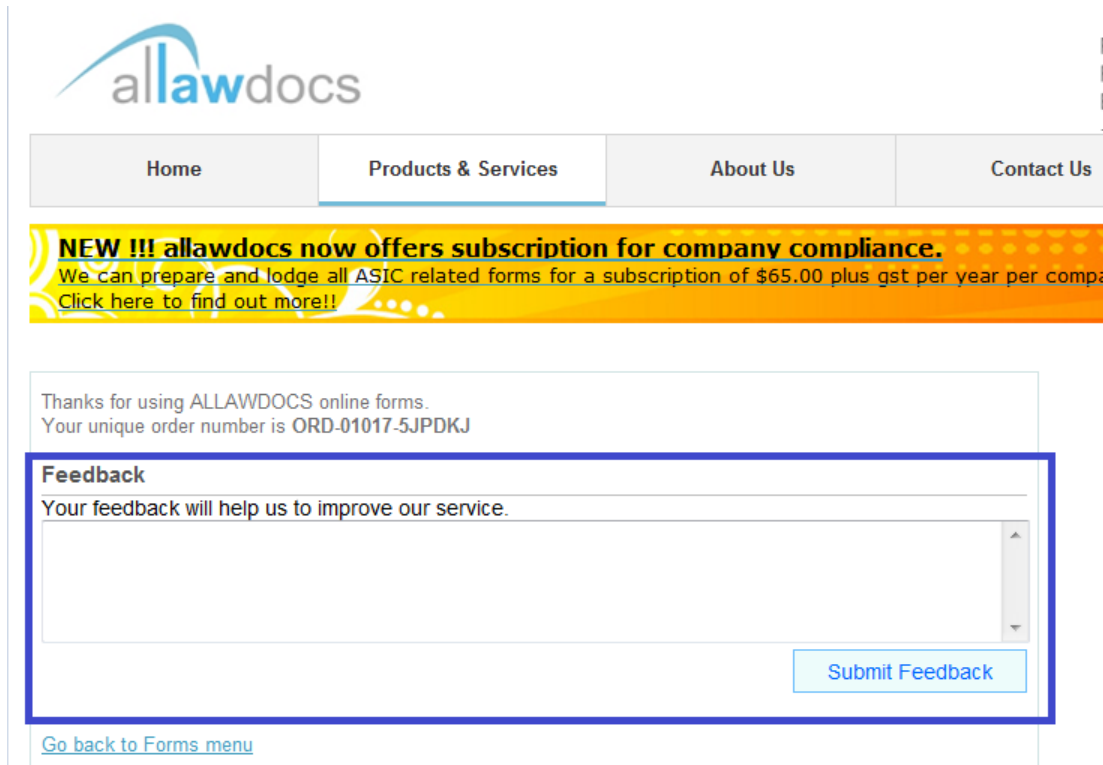
Save Order Previous **Submit Order** Cancel

Figure 13

Congratulations! After clicking on “Submit Order” button, you have completed this order successfully and you will receive an email from us for confirmation. In this email, the order detail will be attached. You can always go back and log in to our website, looking for your previous orders as well as managing your non-completed orders that are saved.

## 5.6 LEAVE A FEEDBACK

Please leave us a feedback and help us to improve the system, Thank you for your order again!



The screenshot shows the allawdocs website interface. At the top left is the allawdocs logo. Below it is a navigation menu with four items: Home, Products & Services (which is highlighted with a blue underline), About Us, and Contact Us. Below the navigation menu is a yellow banner with a dotted pattern on the right side. The banner contains the text: **NEW !!! allawdocs now offers subscription for company compliance.** Below this, in smaller text, it says: "We can prepare and lodge all ASIC related forms for a subscription of \$65.00 plus gst per year per company. Click here to find out more!!". Below the banner is a white box containing the text: "Thanks for using ALLAWDOCS online forms. Your unique order number is ORD-01017-5JPKJ". Below this is a blue-bordered box titled "Feedback". Inside this box, it says "Your feedback will help us to improve our service." followed by a large, empty text input area with a vertical scrollbar on the right. At the bottom right of this box is a blue button labeled "Submit Feedback". Below the feedback box is a blue link that says "Go back to Forms menu".

Figure 14

## 6.0 MANAGE ORDERS

As mentioned earlier, order can be saved anytime by clicking on 'Save Button' when you are ordering online. If you would like continuing one of saved orders, please click on manage orders as shown in Figure 15.

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Change Password  
**Manage Orders**  
 Edit Personal Information

**Incompleted Orders**

Order Details	Edit	Delete
Order Number: ORD-01010-V0H41C Order Date: 24/11/2010 12:46:45 PM Order Status: New Form Title: TEST Form Name: Deed of Amendment (Appointment, Resignation, Variation) Payment Method: Default Total Amount: \$210.00	<a href="#">Edit</a>	<a href="#">Delete</a>

Figure 15

In this page, as demonstrate in Figure 16, you can see the incompleted orders and completed ones. You can complete the order by clicking on edit.

In reference to completed orders, you can click on view and see the order details if needed.

**Incompleted Orders**

Order Details	Edit	Delete
Order Number: ORD-01010-V0H41C Order Date: 24/11/2010 12:46:45 PM Order Status: New Form Title: TEST Form Name: Deed of Amendment (Appointment, Resignation, Variation) Payment Method: Default Total Amount: \$210.00	<a href="#">Edit</a>	<a href="#">Delete</a>

**Completed Orders**

Order Details	View
Order Number: ORD-01002-NTSJCF Order Date: 17/11/2010 9:45:02 AM Order Status: Invoiced Form Title: TRUST NAME Form Name: New Order - Generic Discretionary Family Trust Payment Method: BankDeposit Total Amount: \$200.00	<a href="#">View</a>
Order Number: ORD-01007-YG1MSV Order Date: 24/11/2010 12:08:20 PM Order Status: Invoiced Form Title: Form Name: Single Will Payment Method: BankDeposit Total Amount: \$200.00	<a href="#">View</a>

Figure 16