

# Ordering Guide

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## Online

Order online at [www.multihousingdepot.com](http://www.multihousingdepot.com). In an effort to accommodate your needs and schedule, we have established an online resource that gives you access to your account at any time. With MHD Online, you can place orders, review sales history and open orders, request a quote and more. Your order will be reviewed, approved and confirmed during regular business hours.

To set up your account for online ordering, please contact customer service or request access online at [www.multihousingdepot.com](http://www.multihousingdepot.com). Under My Account, click on Request Registration link and submit a completed form.

## Email

Orders can be sent via email to [orders@multihousingdepot.com](mailto:orders@multihousingdepot.com). Your order will be reviewed, processed and confirmed during regular hours.

## Phone

We are available to take your orders by phone Monday through Friday from 8:30am to 5pm EST.  
Call us toll free: **1-800-253-3855 ext 200**.

Please verify with the customer service representative that all information is correct including delivery contact name and number, unit number, floor number, removal of old product and any installation requests.

## Fax

Orders can be sent via fax to: **856-488-0442. Call today for a custom fax order form!**  
Your order will be reviewed, processed and confirmed during regular business hours.

Please make sure that all information is clear and legible on the form. Include delivery contact name and number, unit number, floor number, removal of old product and any installation requests. We do not recommend time sensitive orders being faxed in as they could be delayed and not given first choice of available product and delivery.

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