



Richmond's Premier Courier.



(804) 788-8080

Winter, 2013

“The hardest thing to understand in the world is the income tax.”

**Albert Einstein**

Your client base relies on you to be ready to prepare their returns quickly and accurately and you can rely on Richmond Express to make sure those documents arrive on time to their destination. We have bikes, cars, and vans circling the city right now ready to transport your important documents in hours, not days. We can also assist your clients with their delivery needs.

We thank you for trusting Richmond Express to get all of your important packages delivered and we wish you a prosperous tax season!

**We can send your invoices via email - help us save paper and the environment!**

**Send us your email address today!**

**Would you like to learn how to place a delivery order online?**

**Give us a call and we will issue you a password for your online account.**

**It's easy and fun!**

Like us on Facebook 



### Try Online Ordering

**Track your packages**

Try our online ordering service where you can place your order, track the status of your delivery and get prices quotes instantly and at your convenience. Call or email us to set up your online account today.

Check out our Online Ordering Quick Fact Guide below or our Online Tutorial in FAQs & Links.

**Tell Us What You Think?**  
Take our homepage survey

**Bikes, Cars, Pickup Trucks, Vans, Box Trucks!**

## Online Ordering

### Quick Fact Guide

Checkout how easy it is to use our online ordering icon!

- \*Log on to [www.richmondexpress.com](http://www.richmondexpress.com) and locate our Customer Login in the top right hand corner.
- \*Enter your Web ID and Password (if you don't have one, call us and we will get you setup)
- \*The New Order Tab allows you to enter in new delivery requests and get price quotes for deliveries.
- \*The Tracking Tab offers you the ability to track the progress of your current order as well as past orders.
- \*The Reports Tab maintains all of the invoices for your account, you can access any invoice for review and/or printing. (Note: this will not replace the way your current invoices are sent to you. If you would like to review invoices dated before 2013, please contact our office for assistance.)
- \*The Address Book tab helps you to maintain all your customer information in one place. You can add, delete and edit your customers' company info with ease.
- \*The References Tab keeps track of all your company's reference numbers if you require them.
- \*The My Profile Tab stores default settings for your account and you can update your contact information and password here.
- \*The Admin Tab is used by the Online Administrator of your company to add, delete, and maintain the access of people for online ordering for your business.

Call us today for your Web ID!

## What Makes Us Different?

### Our people.

Richmond Express is 100% employee based - no independent contractors here! That means that each and every one of our drivers has passed a drug screening and has had a criminal background check - something that the other courier companies don't do! All of our drivers wear a uniform and a photo ID badge so that your organization is represented professionally in the business community. We have online ordering, delivery tracking, and email notification for your convenience. We care about the quality of your couriers!

## Did you know?

### Other delivery services

You might not believe how many other services Richmond Express offers!

We can:

pick up your mail

deliver packages in under 2 hours  
- same small rate for up to 50lbs.

handle medical specimens  
and supplies - OSHA trained

provide notary services

handle your out of town routes

deliver your lunch

even pick up your dry cleaning!

store items in our warehouse -  
documents to furniture

track your inventory and service  
your pick and pack customers

take the stress out of your day  
when you call our friendly, helpful  
staff

**No delivery is too big or too small!**