

## Step 1

- Type the website address, OR click on the website link in the email or document you received online, OR copy and paste the website address in the search browser.
- The website address should look like: <u>http://custom-metal-furniture.com/</u>
- Click ENTER to access the website

Step 2

- Look for "Testimonials" OR "Review" link or button on the website page. Usually located, top right of the page or in the menu on the bottom of the page.
- Click on the word "Testimonials" OR "Review".
- You are now on the page where you can add your testimonial or review.

## Step 3

- Read the instructions on this page
- Scroll down to the bottom of the page, there is a form named "Leave a Reply"
- Click in the field where the instructions are: "Enter your comment here" and type your message, testimonial

Step 4

- Fill in your details below in the "Email" and "Name" required filds
- Choose the notification you want to receive
- Press "POST COMMENT"

## Step 5

- All reviews are checked in order to guard against providers that try to report on themselves or their competitors.
- Your Testimonial will be posted after we manually check the legitimacy of the post (testimonial)

We value the close working relationship we share with all our clients.

Thank you for your time.

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Denise A Tuite