bookkeeping **simplified**

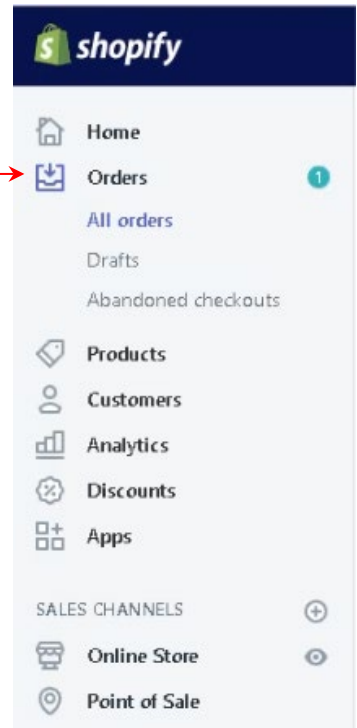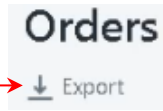**30 DAY FREE TRIAL REGISTER NOW**

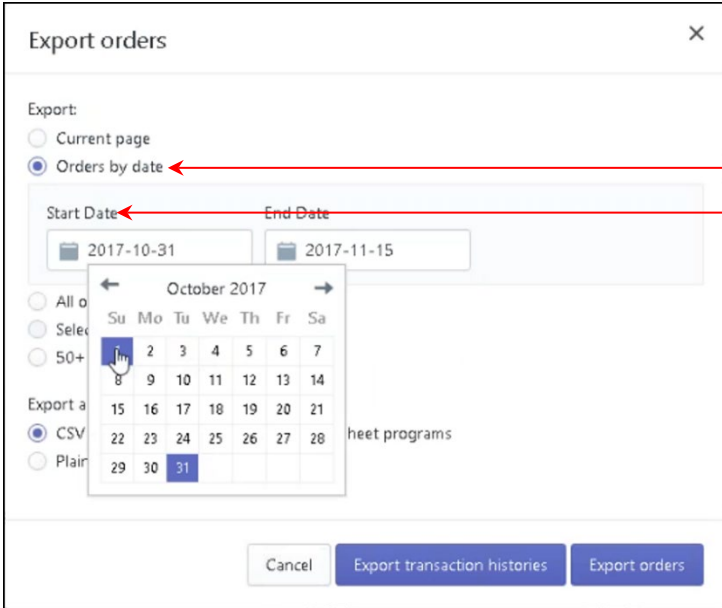Retrieve Shopify order details download from the Shopify "**Orders**" page.

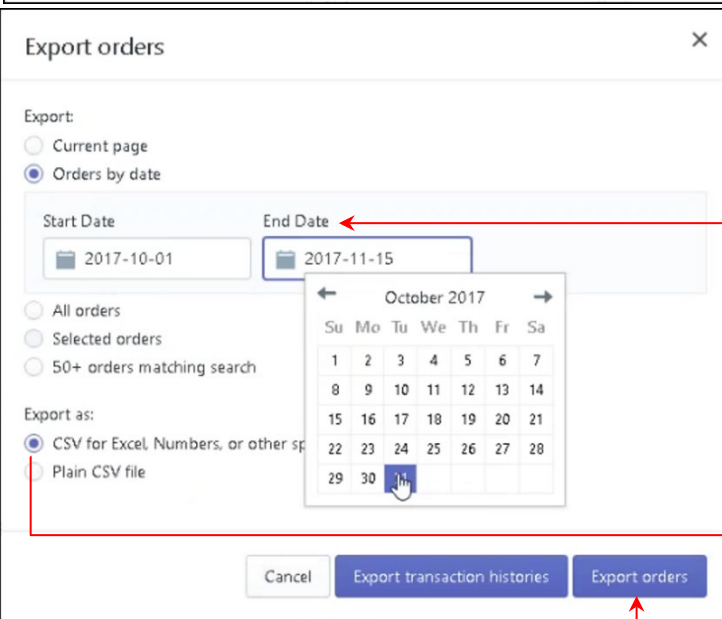Log into your Shopify cart and select "**Orders**" from the left panel navigation links

From the **Orders** page header click "**Export**"

Orders

⬇ Export

From the **Export Orders box** select the radio button for **Orders by date…**

Use the calendar option pick-list
Start Date and
End Date for the download

Verify the
CSV of Excel, Numbers, or other spreadsheet programs
radio button is selected

Click the **Export orders** button

Shopify will send the resulting order detail download CSV file to the user's email address that was logged into the account and display this message…   **Your export will be delivered by email to username@emailservice.com**