**Cleary**

**PMS or Hex color scheme**

PMS Green 347 HEX #009a44

PMS Black HEX #000000

**Vector Files for Logo’s**

Cleary Logo.pdf

**Banner** – Cleary Logo

**Home Page Text**

ABOVE the categories we’d like the text:

Nothing – but we’d like it programmed so we can add text if we need

BELOW the categories we’d like the text:

Customer Service: [webstores@toppromotions.com](mailto:webstores@toppromotions.com) or 608-826-6990, M-F 8am-5pm CST

**Text for bottom footer** – Standard Top footer

**Info for “Help” Page**

Placing an Order

To order merchandise, add selected items and quantities to your shopping card and proceed through the checkout process.

Stock items will ship within 3 business days.

Please allow 10 working days for production on custom orders.

Returns

Stock items may be returned for any reason within 30 days of original shipping. Returns must be in new, unworn, unlaundered condition. Download the return form below, fill out and include with returned product.

We appreciate your understanding that custom orders may only be returned in the case of defect.

Questions? Contact customer service at [webservices@toppromotions.com](mailto:webservices@toppromotions.com) or 608-826-6990, if you have a question about your order, please have your order # available.

For custom item quotes, contact:

Lisa Sudmeier

[lsudmeier@toppromotions.com](mailto:lsudmeier@toppromotions.com) or 608-826-6926

View our Terms & Conditions (Terms & Conditions should be a hyper link to the T&C page – which is already in our themes database with Four51).

Download a Return Form (Return form should be a hyperlink – form is in themes database).

**Other Text needed:**

**Billing:**

Your billing address must match the address where you receive the credit card statement.

All orders require the billing address be completed, even if your order total is $0. If your order total is $0 you may select the Cleary Building Corporate Office as your billing address.

If you are using a gift card, be sure to select gift card as the payment method. If your order total exceeds the available amount on the gift card, you will be prompted to provide a credit card to cover the balance. Failing to select the gift card as the payment method will automatically charge the entire order to your credit card.

**Confirmation:**

Did you remember to enter a coupon or gift certificate code? If you have a coupon to apply, the order total should reflect the appropriate discount. If you are redeeming a gift card, you should see the gift card as payment type. If your order exceeds the gift card amount, you should see both the gift cart and credit card as payment methods. If the coupon amount has not been deducted or the gift card has not been plied, DO NOT CLICK SUBMIT! Click the “View Cart” button to go back and apply these options.