**MSA Professional Services**

**URL**

**PMS or Hex color scheme**

Red

Black

White

**Logo’s**

Will put in google drive

**Banner** will put in google drive

**Home Page Text**

ABOVE: none

BELOW the categories we’d like the text:

Apparel Orders placed between the XXX and XXX will be shipped by XXX

Apparel Orders placed between the YYY and YYY will be shipped by YYY

**Text for bottom footer** –copy the Cleary footer with regular Top logo and contact us info

**“Help” Page**

To Place an Order

To place an order, simply pick your items and quantities along with optional department personalization, add to your shopping card and proceed through the checkout process. Please note that each order is custom and will require production time. *All of the items featured on this site are made-to-order just for you, so we appreciate your understanding that returns and exchanges are not accepted except in the case of defective product.*

Sizing

Each product features a size chart to help you select the size best suitable for you.

Shipping Options

If you select to have your order shipped you will be billed standard shipping rates for the carrier selected.

For questions regarding the website or an existing order please contact Top Promotions Customer Service at [webservices@toppromotions.com](mailto:webservices@toppromotions.com) or 608-826-6990

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).

**Other Text needed:**

**View Cart:**

*All of the items featured on this site are made-to-order just for you, so we appreciate your understanding that returns and exchanges are not accepted except in the case of defective product.*

All other apparel orders follow this schedule:

Apparel Orders placed between the XXX and XXX will be shipped by XXX

Apparel Orders placed between the YYY and YYY will be shipped by YYY

**Logon Page:**

Please note that this shopping system validates usernames across all stores (not just MSA Professional Services) so when creating a new account, you may receive a message that the username you selected already exists and to choose another. It is best if you use your company email address as your username so it is unique

Returning Users, if you have forgotten your User ID or Password, use the Forgot User ID/Forgot Password link to re-set. If you have any questions, please contact Customer Service at 608-826-6990.

**Shipping Page:**

After entering your shipping address please select ‘SAVE’ to save your address. If the save button is not selected your order will not be able to be completed

**Billing Page:**

Credit Card Purchases

Please provide as the billing address the address where your credit card statement is received.

A pre-authorization will occur on your credit card at the time the order is placed. Your card will be charged on the day that the order ships or the day that the order is picked up.

**Confirmation Page:**

Please review your order for accuracy.

If you have purchased items that are on backorder, please note that any items currently available will be processed and shipped; the backorder will be shipped separately. If you receive notice of a backorder and wish to instead cancel that portion of your order, please contact Customer Service at 608-826-6990 or [webservices@toppromotions.com](mailto:webservices@toppromotions.com). Please have your original order number available.