**QLF**

**PMS or Hex color scheme**

PMS Red 485 HEX #CF0026

Black

White

**Vector Files for Logo’s**

**Banner**

**Home Page Text**

ABOVE the categories we’d like the text:

Larger Font: Welcome to the QLF Webstore

Smaller Font: Please note that you must be logged in to your account in order to use your spending account for payment. If you spend over your account limit, a credit card will be needed for the balance.

BELOW the categories we’d like the text:

Orders will be taken between XXX and YYY. Orders will then be produced and shipped by ZZZ.

These items 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.

**Info for “Help” Page**

Customer Service

If you have any questions about your order, please contact Top Promotions at: 608-826-6990 or via e-mail at [webservices@toppromotions.com](mailto:webservices@toppromotions.com). Office hours are Monday-Friday 8am-5pm CST.

Payment

If you have available spending account funds, you must be logged into your account in order to use your spending account as payment. If you spend over your account limit, a credit card will be needed for the balance.

Once you have logged into your account your spending account balance will show in the left column.

If you are unsure of your User ID/Password, DO NOT create a new account! Please contact Megan Mieden at [megan@qlf.com](mailto:megan@qlf.com) or contact Customer Service at: 608-826-6990 or via e-mail at [webservices@toppromotions.com](mailto:webservices@toppromotions.com) for assistance.

Changes

If you need to make a change to your order, you must contact Customer Service BEFORE XXX, 5pm CST. You will receive an e-mail or phone call to confirm your changes. If you do not receive either, please contact us again. Please allow up to 6 business hours from the time the request has been made for confirmation to be sent.

Product Delivery

You may choose to pick this order up from QLF Dodgeville or you may choose to have the order shipped to another address (shipping charges will apply). Please note that QLF will not ship packages out of their office for you.

Returns/Exchanges

These items 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.

View our Terms & Conditions (with link)

**Other Custom Text Required:**

**Shipping**

You may choose to pick this order up from QLF Dodgeville or you may choose to have the order shipped to another address (shipping charges will apply). Please note that QLF will not ship packages out of their office for you.

**Login Page**

If you are unsure of your User ID/Password, DO NOT create a new account! Please contact Megan Mieden at [megan@qlf.com](mailto:megan@qlf.com) or contact Customer Service at: 608-826-6990 or via e-mail at [webservices@toppromotions.com](mailto:webservices@toppromotions.com) for assistance.