**Buyer UW Facilities Planning & Management Webstore**



**URL:** uwfacilitiesplanningmanagement.toppromotions.com/store

**PMS or Hex color scheme: Red and Black**

**Vector Files for Logo’s:** in drop box

**Banner**: in drop box

**Footer:** same as all other stores with the Top logo and contact info

**Home Page Text**

ABOVE the categories: None needed.

BELOW the categories we’d like the text:

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

Each item is custom made for your order, so we appreciate your understanding that returns/exchanges are not available except in the case of an item defect.

**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.

Product Delivery

All orders will be shipped by either USPS or UPS at the going rate.

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

Returns/Exchanges

Each item is custom made for your order, so we appreciate your understanding that returns/exchanges are not available except in the case of an item defect.

**Payment**

Credit Card Purchases

The billing address should match the address on file for the credit card being used to place this order.

A pre-authorization to verify funds will occur on your credit card at the time the order is placed. Your card will be charged shortly after the order cut-off date.

**Other Custom Text Required:**

**View Cart Page: none**

**Login Page: none**

**Billing Page**

Credit Card Purchases

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**Password Protected?** NO