**UW Health**

**PMS or Hex color scheme**

Red 200 & Blue 2955 apply to all UW Health logo’s

PMS Red 200 HEX #ba0c2f

PMS Blue 2955 HEX #003865

Carbone Cancer Center:

Black

PMS Red 200 HEX #ba0c2f

PMS Gold 872 HEX #85714d

White

**Vector Files for Logo’s**

UW Health Logo.pdf

UW Health AFCH (am fam child)

UW Health Transplant

UW Sports Med

Carbone Cancer Center

**Banner** – Carousel banner featuring all the brand logo’s – UW Health, UW Health AFCH, Carbone Cancer Center, UW Health Transplant and UW Health Sports Medicine

**Home Page Text**

ABOVE the categories we’d like the text:

UW Health is happy to offer branded merchandise to our employees as well as lab coats to our faculty and staff. (black text – larger font)

We now have Under Armour! Select Merchandise and your brand to find your UA Category! (red text – larger font)

Please visit the product links to see what is available (smaller font & black text)

BELOW the categories we’d like the text:

Apparel Orders placed between the 6th and 20th will be shipped by the 10th of the following month.

Apparel Orders placed between the 21st and the 5th will be shipped by the 25th of that month.

Labcoat Orders will be processed within 10 working days of when the order is approved.

Periodically new product will be added. Please send suggestions to Dawn Davis. All suggestions will be considered by we cannot guarantee every product will be chosen. If you are looking to add a department that is currently not offered, please contact Dawn Davis.

Dawn Davis: [ddavis2@uwhealth.org](mailto:ddavis2@uwhealth.org) (all in black text – about the same size as the Please visit text above)

We make every effort to ship product by the dates listed within each ordering window, but if a product is on back order with the supplier, availability and ship dates may be adjusted. You will be notified if this occurs. We apologize for any inconvenience this may cause. (black text – smaller font than all other text).

**Text for bottom footer** – this will be the same for all stores – copy the Findorff but change phone from our 800# to our webservice # which is 608-826-6990 (please also change this on the Findorff store).

**Info for “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. Top Promotions also carries a complete sample set of all items on the store, you are welcome to visit the Top Promotions offices (address below) to view product in person and try it on for fit.

Payment

A credit card must be used at the time of purchase unless you have been given rights to submit orders using a Purchase Order.

If you had Purchase Order rights in the past when ordering lab coats and no longer have that option, please contact Customer Service at 608-826-6990 to discuss having your permissions updated.

Shipping Options

You may have your order shipped to you or you may elect to pick it up.

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

If you select to PICK UP AT TOP PROMOTIONS, please be sure to supply a phone number with your order. You will be called when your order is ready for pickup. Orders will NOT be ready for pick up until you receive this call. Top Promotions is open 8am-5pm unless otherwise noted (address below).

Specialty/Department Personalization

If the specialty/department personalization you wish to have embroidered on your garment is not shown, please contact Dawn Davis at ddavis2@uwhealth.com.

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

For questions regarding labcoat specifications or unavailable sizes please contact Josh Zych at [jzych@toppromotions.com](mailto:jzych@toppromotions.com) or 608-826-6925

Top Promotions, 8831 S Greenview Drive

Middleton, WI 53562

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:**

Please review your labcoat order for logo selections, name, classification and department.

Please review your apparel order for logo selection and department/specialty (if desired).

Orders will be completed with the information provided on this order unless changed by the approver.

Top Promotions, Inc. cannot be held responsible for any errors that match the order as submitted.

*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.*

Lab Coat Orders require 10 business days for production once the order has been approved.

All other apparel orders follow this schedule:

Orders placed between the 6th and 20th will be shipped by the 10th of the following month.

Orders placed between the 21st and the 5th will be shipped by the 25th of that month.

**Logon Page:**

Please note that this shopping system validates usernames across all stores (not just UW Health) so when creating a new account, you may receive a message that the username you selected already exists and to choose another.

Returning Users, if you have forgotten your User ID or Password, use the Forgot User ID/Forgot Password link to re-set. Creating a new account will not carry forward any special permissions that may be associated with your original username. If you have any questions, please contact Customer Service at 608-826-6990.

**Shipping Page:**

Please select one of the ship methods from the drop down menu:

UPS

Your order will be shipped to you via UPS and you will be charged for shipping. Please note that shipping time is in addition to production time frames. (This option is not available for Residents/Fellows orders)

Pick-Up

You will be called when your order is ready for pick-up. You will need to pick-up your order at Top Promotions, located at 8831 S Greenview Drive, Middleton, WI. If you wish to pick up, please select “Pick-up” as your ship to address. (This option is not available for Residents/Fellows orders)

Residents/Fellows Shipping

If you are placing an order for a Resident or Fellows labcoat, please select Residents/Fellows shipping option. Your labcoat will be shipped to the address you provide. DO NOT select UPS shipping.

**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.

Purchase Order Purchases

Please provide the address where the invoice should be sent. If you have authority to place orders using a purchase order but do not have that option on the billing screen, please contact Customer Service at 608-826-6990 or e-mail [webservices@toppromotions.com](mailto:webservices@toppromotions.com). Once we verify you have purchase order authority, purchase order will become an available option as payment method. Items in your cart will remain in your cart while we confirm authorization.

**Confirmation Page:**

Please review your order for accuracy. If you are purchasing a labcoat, the order will go through an approval process with UW Health prior to production. You will receive an e-mail once the order has been approved.

Please review your shipping address and shipper option. If you are requesting to pick up your order at Top Promotions, be sure that you have selected “Pick-up” as your shipping address, do not enter any other address.

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.