**Unity Point Health-HUC Uniform Site**



**URL: unitypointhealthhuc.toppromotions.com**

**PMS or Hex color scheme**

Blue, white and black

**Logo’s**

Will put in google drive

**Banner** will put temporary banner 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** –usual Top logo and contact us info

**“Help” Page**

To Place an Order

To place an order, simply pick your items and quantities, add to your shopping cart 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.*

**Logon Page:**

Please note that in order to use our spending account money you will need to use the username and password given to you. You will see your spending account amount in the toolbar at the top of the page once you log in.

**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.