

## HOW TO ACCESS COMPANY STORE

If you are using a corporate email to place orders, please go through your company's intranet to find the Single Sign On link to the webstore. If you are making a personal purchase, please create a login using the 'New User Registration' Feature and use a personal email address for your login credentials.

## HOW TO PROCESS ORDERS

There are three main categories of products under the Central States Manufacturing Inc. Webstore:

- Print
- Apparel
- Promotional

When you check out, please enter in your credit card information and the address where you would like your order to ship. When your order is processed, you will receive a confirmation email.

## PRODUCTION TIMELINES

### APPAREL / PROMOTIONAL ITEMS

- Standard turnaround times for branded apparel and promotional items is 10 business days.
- Standard turnaround times for branded print items is 5-7 business days.

## COUPON CODES

If you have been given a coupon code, you may enter it at the time of checkout and the percentage or dollar value will be deducted from your order. If the coupon code is not entered, we cannot edit the order once it is placed.

Dollar value and % off coupons may not be combined.

Using a Gift Card? Shop the webstore and add all items to your cart. After you click 'submit' on the first page and 'continue' on the second page you will see a link for 'Edit Shipping & Billing'. In this section, you will have the option to select a magnifying glass to find the gift card assigned to you. Once you click update, you can finalize your order.

## RETURN POLICY

Due to the nature of the program, returns will not be accepted unless there is a manufacturing defect. Choosing the wrong size and/or color is not an accepted return reason.

## QUESTIONS WITH ORDERS

Trouble with your login, an order, or simply need help? Please submit a support ticket through the Support Portal on your landing page.

<https://companywebstore.com/centralstatesmfg/>