

#CANCERSUCKS T-SHIRT INSTRUCTIONS

SPRING 2015

The order process for 2015 will be the same as it was for 2014.

Please review the instructions below before placing an order.

Ordering Guidelines:

- All orders will be placed online through The Houndstooth Press website (www.houndstoothpress.com)
- Dates to order are on the order form. No late orders will be accepted.
- **All orders must be placed with a credit card. Houndstooth will contact the buyer the next day and find out if they plan to place the full order on the debit or credit card used to place the order or if they will be mailing in a check. If payment has not been received within 3 weeks, the credit card used to place the order will be automatically charged to close out the open invoice.**
- Payments can either be made by Debit or Credit Card online, or by check through the mail.
- **The minimum order is 25 shirts per online order.**
- Orders will not be shipped until payment has been received.
- Only one form of payment will be accepted per order. - *One tip that might be helpful as you take orders is to have checks made out to the person taking the orders, NOT ACS.*

Ordering process – Step by Step:

- Go to www.houndstoothpress.com
- Click Get Started
- Click Shop Now!!
- Click American Cancer Society
- Click Arkansas ACS
- Your pin number is ACS
- Order shirts
- Enter Shipping/Billing info
- Enter “Event Name/County” and “Team Name” in the “comments” box for team to get credited.

After the Order is Placed:

- Houndstooth will send you an “invoice” after the order is placed. They will ask if you want to use the card used to hold the order or if you will be mailing in a check. Please be prompt in your response so they can begin processing orders.
- If there are payment issues, Houndstooth will contact you directly for clarification. Please be prompt in your response. They are trying to clear things up for the entire order and 1 bad payment will hold up the whole order, for the whole state.
- When arrangements are made to pay by check, the full invoice will be charged to the credit card used to place the order if payment IS NOT received within 3 weeks.
- Your team will get credit for the proceeds above the cost of the shirt-It may take up to a month to see the credit reflected on your team website because Houndstooth only issues checks once a month.
- Please be patient!! And be sure to get a confirmation print out of your order!! If you are missing shirts or have the wrong shirts call Houndstooth...They can get those problems taken care of for you!

Contact if problems with ordering: Justin @ The Houndstooth Press

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