

## Ordering Instructions for Pro Style

### **To Place an Order**

1. Click the Pro Style link on Prostaff.com.
2. Click on the Pro Staff Company Store label.
3. Choose category and click on thumbnails for sizes, colors and descriptions of specific items.
4. Enter the quantity, color and size you would like to order. (Note: When choosing a size, be aware of items that are specifically men's or women's sizes)
5. Click "Select Logo."
6. Choose logo, logo color, and position of logo if applicable.
7. Click "Add to Cart."
8. You will be taken to the shopping cart where you can:
  - View your selections.
  - Make quantity changes (click "Update Changes").
  - Click "Home" to return to the catalog and add items.
  - Click "Proceed to Checkout" to place the order.

### **To Check Out**

1. From the shopping cart, click "Proceed to Checkout."
2. Enter all credit card and shipping information (Note: If the billing and shipping address are the same check the appropriate box).
3. Enter your name, phone and e-mail information.
4. Add any special instructions you would like to give the warehouse or vendor.
5. Click "Continue Check Out."
6. If you have a gift card, enter your gift card code at the bottom of the checkout page and click "Apply." Your discount will be reflected in your total. (Note: Only one gift card may be used per order).
7. You will be given the option to print a copy of your order.
8. You will receive an e-mail confirmation that your order has been received.

### **Changing, Canceling or Checking on Your Order**

Immediately after placing your order and checking out, you will receive an e-mail order confirmation. Your order should arrive in 7-15 days. Orders may be changed or cancelled within 24 hours. Please contact Rose, Tracey or Tricia with ASB at 877-558-5206 with any questions or concerns.

### **Order Invoicing/Billing**

Charges will be made directly to your credit card.

Please contact American Solutions for Business (ASB) at 877-558-5206 with questions.