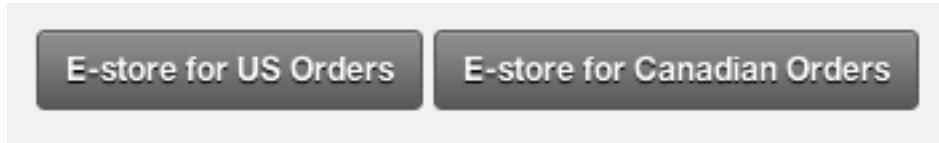


HC Shirts Order – E-store Instructions

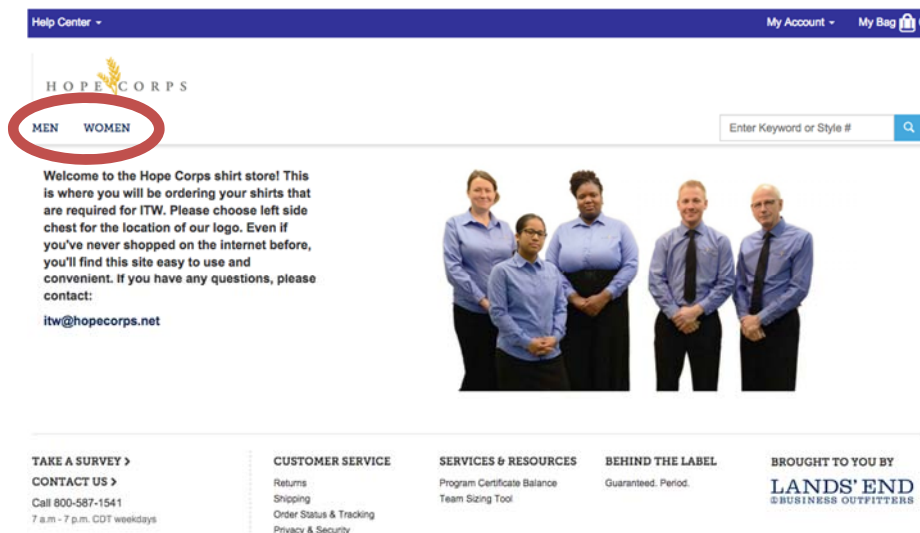
Website

Please go to the [ITW website](#) for general instructions. Canadian students, please ensure you click on the 'Canadian' e-store link, otherwise your address will not be accepted on the shipping info page.



Men / Women

After navigating to the e-store, you will see 'Men' and 'Women' menus on the top left corner of the homepage.



Hovering over either one will show a drop down saying 'Dress Shirts' for Men and 'Shirts & Blouses' for Women.



HC Shirts

Clicking 'Dress Shirts' or 'Shirts & Blouses' will bring you to a page showing the infamous HC blue uniform shirt:

Men



Men's Long Sleeve Straight Collar Solid No Iron Pinpoint Shirt


Women



Women's Long Sleeve Solid No Iron Pinpoint Shirt

Clicking on the shirt will then bring you to the product page, where you can see the sizing chart and appropriately choose Regular, Petite, Plus, etc., and the quantity of each size required. NOTE: the sizing charts are located in the 'Fit & Size' button (see red circle below).

Home > Women > Tops > Shirts & Blouses > Women's Long Sleeve Solid No Iron Pinpoint Shirt



MEN **WOMEN**

Women's Long Sleeve Solid No Iron Pinpoint Shirt

\$50.00 - \$55.00

Color FRENCH BLUE

Size [Fit & Size](#)

REGULAR		247737CX1	\$50.00
4	QTY	<input type="text"/>	\$50.00
6	QTY	<input type="text"/>	\$50.00
8	QTY	<input type="text"/>	\$50.00
10	QTY	<input type="text"/>	\$50.00
12	QTY	<input type="text"/>	\$50.00
14	QTY	<input type="text"/>	\$50.00
16	QTY	<input type="text"/>	\$50.00
18	QTY	<input type="text"/>	\$50.00

PETITE 247738CX6 \$50.00 [+](#)

PLUS 247913CX1 \$55.00 [+](#)

EXTENDED PRICE: \$0.00

[APPLY LOGO\(S\)](#) [ADD TO BAG](#)

Size Charts

Our size charts are available in both inches and centimeters and include measuring instructions. If you are unsure about size, please take your measurements. Doing so will greatly reduce the guesswork - and the need to return something that doesn't fit! If you have any questions regarding fit, sizes or taking your measurements, please call us at:

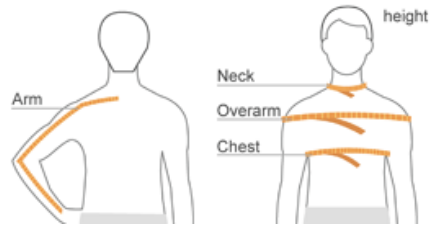
US: 800-587-1541 Canada: 800-400-5845.

Men's Tops

Inches

[View metric measurements](#)

Size	Neck	Chest	Center Back Arm Length	
			Regular	Tall
S	14	34	32 1/2	34
	14 1/2	36	33	34 1/2
M	15	38	33 1/2	35
	15 1/2	40	34	35 1/2



NOTE: If you are ordering different sizes, you will have to fully add shirts of one size to your cart before adding others.

After filling out the quantity and sizing information, click 'Apply Logo(s)' to proceed to the Logo Application page.


Logo

On the Logo Application page, click on the Hope Corps logo, and it will appear in the preview area.

< Cancel & Return to Product Details

YOUR LOGO WILL PREVIEW HERE
(Actual size and colors may vary.)


APPLY LOGO(S)



Men's Long Sleeve Straight Collar Solid No Iron Pinpoint Shirt
Color: FRENCH BLUE
Regular: 15.5 x 35 (QTY: 1)
ITEM COST: \$50.00

LOGO 1

1. SELECT A LOGO

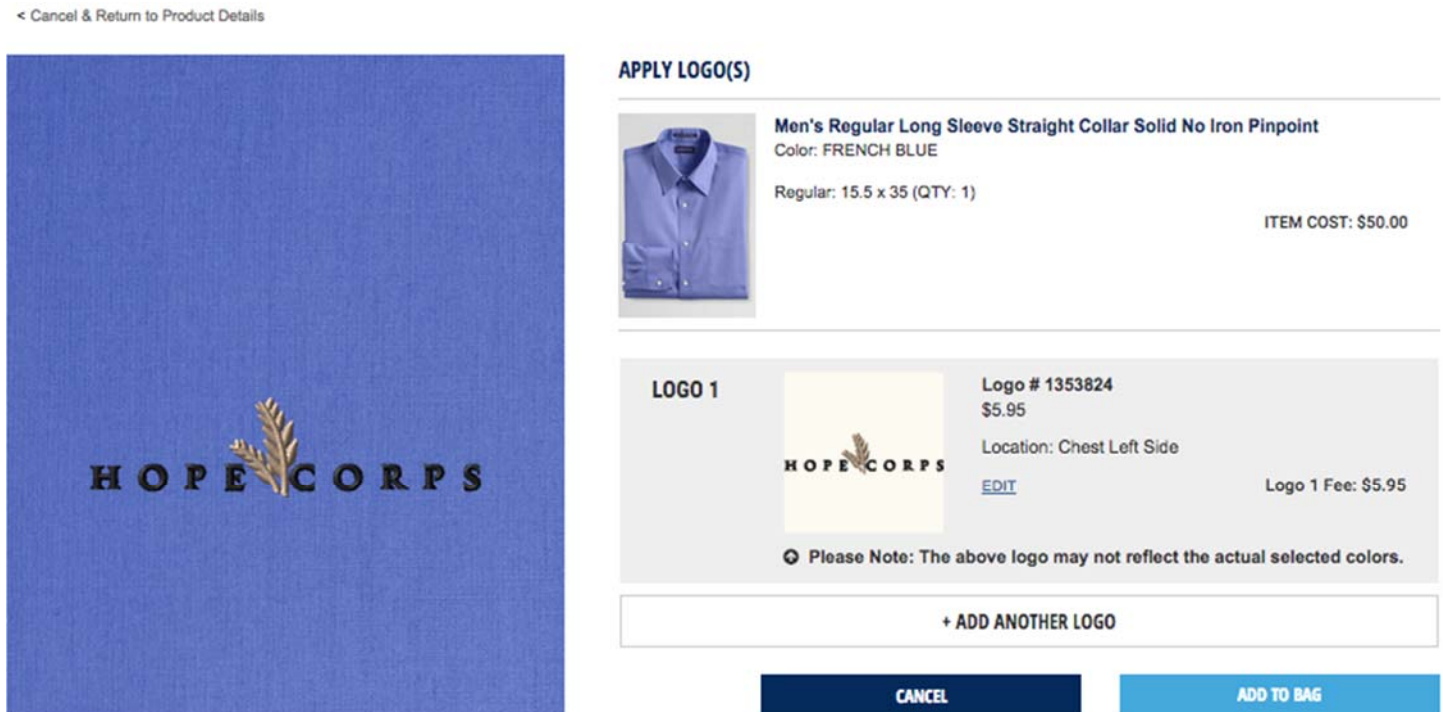


Logo #1353824
2014hopecorps
Approved
\$5.95

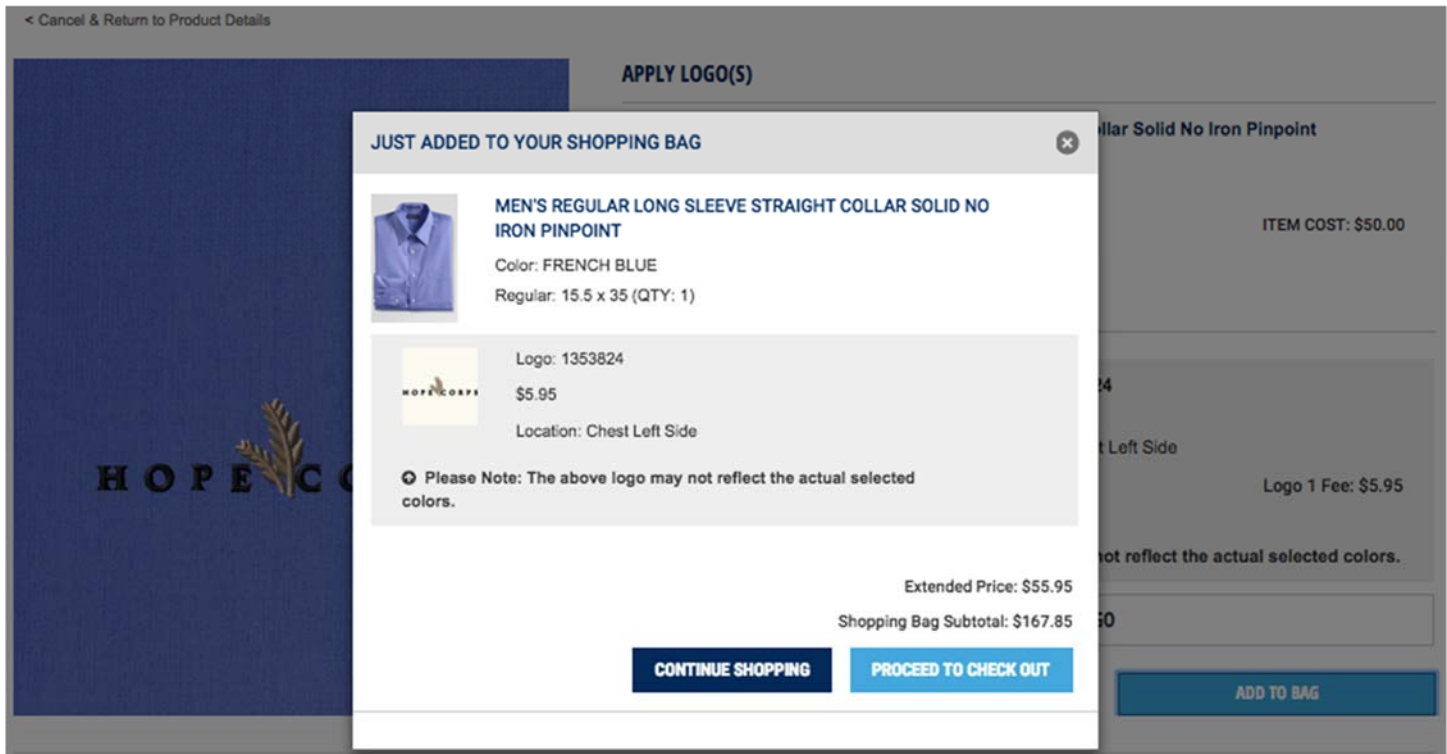
Next, click the first option in the location menu – ‘**Chest Left Side**’ – as shown below. PLEASE NOTE: this is the ONLY approved location for the Hope Corps logo – **SHIRTS WITH LOGOS ON ANY OTHER PART OF THE GARMENT WILL NOT BE PERMITTED TO BE WORN DURING ITW OR ANY OTHER OFFICIAL HOPE CORPS FUNCTIONS.**



Click ‘Apply Logo’ to proceed to the summary page.




Click 'Add to Bag' to have your shirt added to the shopping bag and proceed to check out. You will get a confirmation screen as shown below. Click 'Proceed to Check Out' to go to the final step of your order.



Shopping Bag

SHOPPING BAG



Men's Long Sleeve Straight Collar Solid No Iron Pinpoint Shirt

Color: FRENCH BLUE

Regular # 437916CX2

Size: 15.5 x 35
QTY
1
\$50.00

Logo 1: [View Logo](#)
1353824 \$5.95
Location: Chest Left Side

[Continue Shopping](#)

START CHECKOUT

REVIEW + ORDER TOTALS

Subtotal:	\$55.95
Savings:	\$0.00
Shipping:	TBD
Tax**	TBD
Total:	\$55.95

[ENTER SPECIAL NOTES REGARDING YOUR ORDER](#)

Tax Exempt: Please note, if your purchase will be tax exempt, that tax will still appear throughout our checkout process. Your order confirmation email will reflect your tax-exempt status. If you have not established tax-exempt status yet, please contact us at 800-587-1541.

PROMOTION

PROMO CODE

APPLY

START CHECKOUT


After clicking 'Proceed to Check Out', you will see your Shopping Bag, summarizing your current purchase. It is at this point that you can go back and add additional sizes by clicking 'Continue Shopping'.

If you are happy with your selections, and are now ready to submit your order and complete the payment, click 'Start Checkout'.

Check Out

The first thing you will see on the Check Out page is the customer log-in/account creation buttons. If you haven't created an account with Land's End, click 'Create an Account' to proceed to the next step.

SHOPPING BAG



Men's Long Sleeve Straight Collar Solid No Iron Pinpoint Shirt [EDIT](#)

Color: FRENCH BLUE Item Total \$55.95

Regular # 437916CX2

Size: 15.5 x 35 QTY \$50.00 [REMOVE](#)

Logo 1: [View Logo](#)
1353824 \$5.95
Location: Chest Left Side [REMOVE](#)

[Continue Shopping](#)

CHECKOUT

RETURNING CUSTOMERS

Username [FORGOT USERNAME](#)

Password [FORGOT PASSWORD](#)

LOGIN

NEW CUSTOMERS

If you are a new customer, please choose one of the options below.

CREATE AN ACCOUNT

REVIEW + ORDER TOTALS

Subtotal:	\$55.95
Savings:	\$0.00
Shipping:	TBD
Tax**	TBD
Total:	\$55.95

[ENTER SPECIAL NOTES REGARDING YOUR ORDER](#)

Tax Exempt: Please note, if your purchase will be tax exempt, that tax will still appear throughout our checkout process. Your order confirmation email will reflect your tax-exempt status. If you have not established tax-exempt status yet, please contact us at 800-587-1541.

PROMOTION

PROMO CODE **APPLY**

Create an Account

Clicking on 'Create an Account' will bring up the window shown below. Simply fill in the fields as required, and click 'Create an Account'.

NEW CUSTOMERS

Retrieve past orders. Store and maintain addresses and settings.

Fields marked * are required

First Name

Last name

User Name [?]

Recommended to use email address

Password [?]

Minimum 8 characters, at least 1 numeric and 1 upper case character


Confirm Password

Email Address

CREATE AN ACCOUNT

The Shopping Bag screen will pop up again, this time showing your log-in credentials. Click 'Start Checkout to proceed to the Shipping information page.

SHOPPING BAG



Men's Long Sleeve Straight Collar Solid No Iron Pinpoint Shirt [EDIT](#)

Color: FRENCH BLUE Item Total \$55.95

Regular # 437916CX2

Size: 15 x 34 QTY \$50.00 [REMOVE](#)

Logo 1: [View Logo](#)

1353824 \$5.95

Location: Chest Left Side [REMOVE](#)

[Continue Shopping](#)

START CHECKOUT

REVIEW + ORDER TOTALS

Subtotal:	\$55.95
Savings:	\$0.00
Shipping:	TBD
Tax**	TBD
Total:	\$55.95

[ENTER SPECIAL NOTES REGARDING YOUR ORDER](#)

Tax Exempt: Please note, if your purchase will be tax exempt, that tax will still appear throughout our checkout process. Your order confirmation email will reflect your tax-exempt status. If you have not established tax-exempt status yet, please contact us at 800-587-1541.

PROMOTION

PROMO CODE [APPLY](#)

START CHECKOUT

Shipping

CHECKOUT

1. SHIPPING

First Name

Last Name

Address Line 1

Address Line 2

*Optional

Company Name

*Optional

City

State

Please select a state

Zip Code

Country

United States

Phone

*Optional

☒ Save this address to my address book

The Shipping Information page is typical for any online purchase - fill out the respective fields as required.

SHIPPING METHOD

Please note: **All timeframes** include 5-7 business days for processing. [NEED IT SOONER?](#)

☒ **Standard**

Delivery of your decorated product may take 10-14 business days with standard shipping.

☐ **UPS 2 Day**

Delivery of your decorated product may take 9-13 business days with UPS 2 Day.

☐ **UPS Next Day**

Delivery of your decorated product may take 8-12 business days with UPS Next Day.

Shipping Cost : TBD

Enter delivery notes

CONTINUE TO BILLING

Choose your desired Shipping Method and click 'Continue to Billing'.

Billing





2. BILLING

Purchase Order #:

PAYMENT DETAILS

Payment Method

Card Type

Name on Card

Card Number

Expiration Date

Month

Year

The Payment Details page is typical for any online purchase - fill out the respective fields as required.

BILLING ADDRESS

☐ Same as Shipping Address

First Name

Last Name

Address Line 1

Address Line 2

*Optional

Company Name

*Optional

City

State

Please select a state

Zip Code

Country

Please select a country

Phone

() -

☒ Save these Payment details to My Account

CONTINUE TO REVIEW + PLACE ORDER


If it is convenient to do so, select 'Same as Shipping Address' and the information will auto-populate. Once your billing information is entered, click 'Continue to Review + Place Order' for the final step.

Placing Your Order

After clicking 'Continue to Review + Place Order', your Shopping Bag screen will refresh to the following view. This is the last chance for you to review your items (sizes and quantities) before you submit your payment to Land's End.

SHOPPING BAG

nathanarit@gmail.com's Shopping Bag. (If you are not nathanarit@gmail.com, [click here.](#))



Men's Long Sleeve Straight Collar Solid No Iron Pinpoint Shirt [EDIT](#)

Color: FRENCH BLUE Item Total
\$55.95

Regular # 437916CX2

Size: 15 x 34 QTY \$50.00 [REMOVE](#)

Logo 1: [View Logo](#)

1353824 \$5.95

Location: Chest Left Side [REMOVE](#)

[Continue Shopping](#)

CHECKOUT

1. SHIPPING

ADDRESS:

8520 Bradshaw Rd
Elk Grove CA 95624

[EDIT](#)

SHIPPING METHOD

Please note: **All timeframes** include 5-7 business days for processing. [NEED IT SOONER?](#)

☒ **Standard**

Delivery of your decorated product may take 10-14 business days with standard shipping.

☐ **UPS 2 Day**

Delivery of your decorated product may take 9-13 business days with UPS 2 Day.

☐ **UPS Next Day**

Delivery of your decorated product may take 8-12 business days with UPS Next Day.

Shipping Cost : **\$9.95**

Enter delivery notes

2. BILLING


Purchase Order #:

*Optional

PAYMENT DETAILS

Payment Method

-- New Payment Details --



**** * * * *

Expires:

Billing Address:

EDIT

REVIEW + ORDER TOTALS

Subtotal:

\$55.95

Savings:

\$0.00

Shipping:

\$9.95

Tax**

\$4.48

Total:

\$70.38

ENTER SPECIAL NOTES REGARDING YOUR ORDER

Tax Exempt: Please note, if your purchase will be tax exempt, that tax will still appear throughout our checkout process. Your order confirmation email will reflect your tax-exempt status. If you have not established tax-exempt status yet, please contact us at 800-587-1541.

PLACE ORDER

Once you click 'Place Order', you will see is the Order Confirmation screen. A confirmation email of your order will be sent to your email inbox.

WPF Hope Corps – E-Store Instructions

Rev.1 April 3, 2015

Page 13