



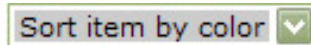
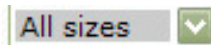
Employee Store Website Ordering Instructions www.texanscuonlinestore.com

There is a **Career Apparel** link to order your career apparel clothing and there is an **Employee Store** link for all other items. ** If you want to order from both links you will need to order from one and then order from the other. ** Once you have opened the link you would like to shop from you can follow these instructions.

To view items you can either scroll through the items on each page or you can enter a key word in the **Item Search** box.



Once you have found an item you can view the size(s) and/or color(s) by clicking on the drop down menu.



Once you have clicked on the size and/or color it will bring you to the **Add to cart** screen where you can view the sizing chart and care instructions simply click on the **Item Specifications** tab below the **Add to cart** button.

The **Item Specifications** will give you the items description, a sizing chart, and care instructions.

Ladies 3/4 Sleeve V-Neck Shirt



100% Cotton-Spandex Stretch Fabric
1 x 1 Rib Construction

MEASUREMENTS IN INCHES										
SIZE	XS	S	M	L	XL	XXL	XXXL	4XL	5XL	6XL
Neck	15.5	16.5	17.5	18.5	19.5	20	21.5	24	27	30
Length	25.25	25	25.75	25.5	26	26.5	28	29	30	31
Sleeve	14.75	15	15.25	15.5	15.75	16	17	18	19	20
Waist	34	37	38	39	39.5	40	42	44	46	48

Care Instructions:
Machine wash cold with like colors. Only use chlorine bleach when needed. Tumble dry low, remove promptly. Cool iron, if needed.

Colors:

If you would like to purchase this item select the **Add to cart** button.

If you don't want that item just click on the back arrow and it will take you back to the inventory list.

Once this item is added to your cart you will be taken to the **Employee Purchase Sheet**. Here you can select the quantity of the item you would like to purchase, see the cost of the item, see all the items currently in your cart, confirm the item/qty, and remove items from your cart.

****Please note: that you should not confirm the items in your cart until you are completely done shopping.****

If you would like to continue shopping, select the tab and follow steps 1 thru 5.

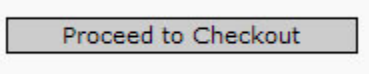


Confirm item/qty	Remove?

Once you are finished shopping and are ready to check out, on the **Employee Purchase Sheet** you will need to select the confirm button for each item in your cart. Please confirm each item in your cart **only once**. You will see that the item has been confirmed by the confirmation under the **<< Keep Shopping** link.



Once you have confirmed each item in your cart you will select the



button.

Enter your name and email address in the appropriate fields.

* First name:

* Middle name:

* Last name:

* My E-mail Address :

EMPLOYEE STORE PURCHASE SHEET

Order No. 1265200000042 - Employee

EMPLOYEE STORE PAYROLL DEDUCTION FORM

* First name:

* Middle name:

* Last name:

* My E-mail Address:

* Branch/Department:

* Please put in all necessary information!

I the under signed employee authorize the Texans Credit Union to deduct the amount of my Texans Store purchase (not to exceed \$100.00) in bi-weekly installments for the agreed upon number of payrolls (no more than 5 payrolls).
 Texans will use the following formula to determine my bi-weekly installment amount:
 TOTAL PURCHASE PRICE / NUMBER OF PAYROLLS = WEEKLY INSTALLMENT AMOUNT.
 I understand that if terminated employment prior to completing payment on my Texans Store purchase, Texans will deduct the remaining balance from my final paycheck or, if necessary, Texans will pursue other means of collection.

I would like to set up my purchase on payroll deduction for the following number of paydays for the following amount \$

Select your Branch/Department from the drop down menu.

Branch/Department:

Enter the dollar amount in the Payroll Deduction box and select the number of pay checks that you would like it taken out of. You can deduct it out of up to 5 pay checks. If you elect to have it taken out of more than one pay check your total sale will be divided by the number of pay checks that you selected.

I would like to set up my purchase on payroll deduction for the following number of paydays for the following amount \$

1 2 3 4 5

Enter the date in the Date box.

Date

Select the Order Category.

New Employee Additional Career Aparent

Service Anniversary Date Employee Store Purchase

* My E-mail Address:

* Branch/Department:

* Please put in all necessary information!

I the under signed employee authorize the Texans Credit Union to deduct the amount of my Texans Store purchase (not to exceed \$100.00) in bi-weekly installments for the agreed upon number of payrolls (no more than 5 payrolls).
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1 2 3 4 5

New Employee Additional Career Aparent

Service Anniversary Date Employee Store Purchase

Employee Signature: _____

Date:

Please email your selection to purchase@texanscu.org or Fax to 972-348-2883

To email your order to the **Employee Store** select the



button at the bottom of the page.

To continue shopping select the



button.

Once the Employee Store receives your order, we will fill it and ship it to you via the briefcase that goes to your branch, FedEx or we will deliver it to your department.