

**Arrow Uniform**

A Division of UniFirst

Introducing the  
**Holy Cross Services  
Employee Purchase Program**

All employees  
receive 25% off  
regular retail  
pricing!

 **HolyCrossServices**

Please visit

[www.arrowuniform.com/hccsnet](http://www.arrowuniform.com/hccsnet)

Click on your desired program to  
start shopping today!

The new and  
improved site  
is now live!



## Employee Purchase Program Designed for: **Holy Cross Services**

### **THANK YOU FOR CHOOSING ARROW UNIFORM**

We are pleased to announce the Holy Cross Services company Apparel program. The program is built around a spend allowance provided by Holy Cross Services for each eligible employee.

### **HOW IT WORKS**

You'll need to reach the landing page <http://www.arrowuniform.com/hccsnet> When you reach the landing page, click on the link for your desired program, Spend Allowance Program you'll then be taken to the exclusive login page for the site.

### **GETTING STARTED - USERNAME & PASSWORD**

Arrow Uniform has provided each employee with a username and password in the following format. We recommend that you change your password after logging in the first time. Username: `firstname.lastname@hccsnet` Example: `[brian.dorris@hccsnet]` Password: `changeme` If you have any issues with your login or password, please contact Customer Service by email at [Arrow-CustService@unifirst.com](mailto:Arrow-CustService@unifirst.com) or phone at 888-332-7769.

EXAMPLE      Username: `brian.dorris@hccsnet`      Password: `hccsnet`

### **PLACING YOUR ORDER**

The spend allowance for each employee has already been loaded into the site. Once you login you'll see the balance of your spend allowance and the approved garment selections for your position. Simply shop as you normally would, adding items in any quantity to your cart. You must select the item, the size and the embroidery feature then add the desired quantities to your shopping cart. When you are finished shopping, select "View Cart" from the menu on the left-hand side of the screen and continue the checkout process.

### **ADDITIONAL PURCHASES**

Once you exceed your spend allowance, you can pay the amount above your allowance on a credit or debit card. Additionally, you may also click on the "Employee Purchase Site" link from the landing page and create an account specific for credit card purchases.

### **SHIPPING AND RECEIVING**

It is preferred that you ship your order directly to your home. You will be able to enter your address during checkout. The address will automatically be securely saved under your login for future orders.

### **ACCOUNT MANAGEMENT**

If you lost your username or password or want to change it, contact Arrow Uniform's Customer Service Department by email at [Arrow-CustService@unifirst.com](mailto:Arrow-CustService@unifirst.com) or phone at 888-332-7769. If you have already logged in and want to change your password, there is a Change Password option on the left. You will need to enter your existing password, then your new password twice to make the change. You also have the ability to view your order history, track orders, and view shipments.

### **CANCELLATIONS/RETURNS/EXCHANGES**

Embellished products with your company logo cannot be returned except for delivery error or defective merchandise reasons only. Cancellation requests must be made within 24 hours of placing your order. Request can only be made by contacting Arrow Uniform Customer Service. This information is located in the "Contact Us" section located in the bottom right corner of your webpage.