



www.firstuniform.com

## ONLINE WITH ON-SITE UNIFORM SALE

Shop online at [FirstUniform.com](http://FirstUniform.com)

**Starts:** Wednesday Jan 11th at 9 a.m. **Ends:** Monday Jan 23rd at 9 a.m.



**Payroll Deduction** or **Credit Card** payment options available

### To make purchases, follow these instructions:

- Step 1:** Go to [www.firstuniform.com](http://www.firstuniform.com)
- Step 2:** Begin Shopping
- Step 3:** Make selections and "Proceed to Checkout"
- Step 4:** Fill in home address for shipping.

*Make sure to type NHF or Novant Health Forsyth in the "Company" box.*

*Please enter your EMPLOYEE ID# in the "Order Comments: Employee ID" Box*  
This information is needed to process the order correctly.

- Step 5:** Once your physical address, phone number and email addresses are complete, you will select from the Payment Methods below.

**For Credit Card** : *select payment method CREDIT CARD and then Follow the instructions on the website to complete your purchase*

#### **FOR Payroll Deduction:**

*You must select [FORSYTH PD](#) to use payroll deduction. \*DO NOT select "Payroll Deduction" from the drop-down menu as your payment option.*

By selecting [FORSYTH PD](#) - your order will be entered as one pay period automatically on the website. We will process the order using 4 pay periods when we enter them into our system.

- There is no postage charge for purchases over \$129.99
- The payroll deduction limit is \$400.00  
Minimum is \$15.00
- If you have any questions about shopping online, please call toll-free to First Uniform's web support at 800-324-5890 ext. 1124

**\*In-Person Uniform Sale**  
**January 11th 7:00am to 7:00pm**  
**January 12th 7:00am to 4:00pm**  
**in the West Tower Lobby**

**Sponsored By**  
**NHFMC Volunteer Auxiliary**

*Reminder:* Payroll deduction is available for All full time and part time Novant Health team members employed over 90 days. Upon separation from Novant Health, any outstanding balance owed will be deducted from final paycheck. In addition, if there is any further balance due, employees will be billed.