



www.firstuniform.com

## ONLINE WITH IN-PERSON UNIFORM SALE

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

**Starts:** Friday May 17th at 9 a.m. **Ends:** Tuesday May 28th at 9 a.m.

CLICK



ST241

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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 "Newberry" or "NCMH" in the "Company" box.*

*Please enter your BADGE ID# in the "Order Comments: Employee ID" Box*

This information is needed to process the order correctly. (Badge ID# is on the back of your badge.)

- 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 **NCMH PD** to use payroll deduction. **\*DO NOT** select "Payroll Deduction" from the drop-down menu as your payment option.

By selecting **NCMH PD** - your order will be entered as one pay period automatically on the website. We will break it into 4 pay periods when we process it.

- There is no postage charge for purchases over \$129. All orders under \$129 will be adjusted to \$9.95 (or less) shipping charge when entered into the system
- *Reminder: Payroll deduction is available for All Eligible Newberry County Memorial Hospital employees. Eligibility will be verified by a provided list from the hospital. NCMH Employees who have not completed their 90 day probationary period "are not eligible" to participate.*

**Maximum Payroll Amount = \$300**

Questions?  
Call First Uniform's web support at 800-324-5890 ext. 1124

### Reminder:

Upon separation from Newberry County Memorial Hospital any outstanding balance owed will be deducted from final paycheck. In addition, if there is any further balance due, employees will be billed.

**In Person Uniform Sale is May 23rd from 7am until 4pm in the classroom Sponsored by: NCMH Volunteers**