Here are the instructions for ordering UPHS logo apparel via Lands’ End Business Apparel website:

1) Go to the UPHS.org website at http://uphs.org/ Do NOT go to the UPHS Company Store.

2) On the UPHS.org website homepage go to the middle pane with the picture of the cover of the M-10000 book and the Lands’ End logo with the text “Shop at the Lands’ End UPHS Apparel Store. To go to the Lands’ End website you can either click on the Lands’ End logo or the text.

If you prefer, you may directly enter the following Internet URL into your web browser: http://ocs.landsend.com/cd/frontdoor?store_name=UPHS&store_type=3

3) Once you have clicked or entered the URL you will be taken to Land's End web site to a special area set up for UPHS Members to order Land's End apparel (shirts, hats, luggage, sweaters and jackets) with UPHS logos on it.

4) The “blue band” across the page lists the categories of apparel that our logos maybe applied to.

Group Apparel  Men  Women  Cases, Bags & Totes  Promotional Products
5) To place an order, click on “Men” (as an example). That will take you to a page showing various men's shirts.

6) At the upper left side of that page is a “Categories box”. Listed here is all men's apparel which logos maybe applied to.
7) As a test click on the “Polo’s, Shirts & Tops” category. This is the most often ordered category for UPHS logo apparel.

8) On this new page note a group of drop down "Selection Boxes" on the left hand side. Select “Short Sleeve” in the Sleeve Length box.
9) Then select “**Buttondown**” in the Collar Style box. Two shirts will come up on the next page. The one on the right, *Men’s Short Sleeve Performance Twill Shirt* is the most common shirt ordered by UPHS members. **Click on the shirt on the right.**

![Buttondown shirts](image)

10) The page that appears will have a picture of the shirt on the upper left side and a color and size selection box on the lower right hand side.

![Selection box](image)
11) You can test the shirt colors by clicking on the “View all available colors” under the shirt picture.

12) Now, select a color (True Navy, has proven to be the best color for displaying the Gold UPHS Trains Logo).
Now select a size and quantity.

After entering a color, size and quantity click on the continue button below the selection box.

13) This new page is where you select which logo you want and where you would like it to be applied.

14) There are two logos available, both are in Gold thread. They are titled Trains and Cap. The Trains logo has UPHS two trains spanning a UPHS Shield.
15) The *Cap* logo features the UPHS Shield alone.

![Cap Logo](image)

16) Click on the *top drop down box* and select which logo you would like applied.

![Top Drop Down Box](image)

17) Then click on the *bottom drop down box* to select where you would like it applied. Note; left chest is over the pocket on the side of the shirt covering your heart.

![Bottom Drop Down Box](image)

18) The usually UPHS members have chosen to have the *trains* logo applied on a *True Navy Twill shirt* on the left chest.

![Trains Logo](image)
19) Once in awhile you will see the cap logo applied to the right sleeve. There are no hard and fast rules you must follow. Note, however, the logo is gold. There are some shirt colors that the logo will NOT show up on, such as yellow. Once you have selected a logo (or two) click the **continue** button.

20) You will now be at the price summary (minus shipping and tax) page. If you are satisfied and have no more shopping to do, click on the **proceed to check out** button.

21) On this page you will enter shipping information.
22) After having entered all required shipping information click the **continue** button again. That will take you to final price quote, including taxes and shipping charges.

![Shopping Bag Review](image)

23) After reviewing and confirming that all the details of your order are correct, click the **continue** button.

![Billing Information](image)

This will take you to the billing information screen. Here is where your payment information will be gathered. After filling out all required information, **submit** your order and you are done. You will receive an order confirmation via e-mail from Lands’ End.
24) If you would like to order or add women's apparel here is a suggestion. The most common ladies shirt that is ordered with UPHS logos is the *Women's 3/4 Sleeve Twill Shirt* in True Navy.

25) If you get a chance, take a little time to look at all the products offered on Land's End Business apparel web site.  
   You may order and apply the logo to most of what they offer. Please note that there is a minimum quantity requirement on some items, such as hats.

26) In the near future, the UPHS Company store will stock a limited number of navy blue hats with the UPHS logo. The price will be $20 each plus shipping. We will announce when they become available on our website.

27) PLEASE NOTE: If you have questions or issues with your order please contact Lands’ End Customer Service at 800-587-1541, DO NOT contact our UPHS office in Cheyenne, WY.