

PROCEDURE TO ORDER SCRUBS

PAYROLL DEDUCTION

Go to the St. Luke's store online – It is on The Source under Coffee Break or you can to go www.corporateincentivesinc.com. You will have to create a login before you can place an order.

Go to the Category – St. Luke's The Woodlands/Lakeside

Print out the order form

Pick out the products you want to order and fill out the form completely. Turn it in to Human Resources and fill out the payroll deduction form.

Human Resources will fax the order form to Corporate Incentives. If we have the products in stock, they will be sent to you via the shipping/delivery method you choose on the order form.

If the items you have chosen are not in stock, we will place them on order. We will be placing an order approximately every two weeks or sooner depending on the number of items we need to order. Please allow 3- 4 weeks for delivery if the items are not in stock.

If you choose delivery, your order will be delivered to Human Resources. We will send you an email when they have been delivered. If you choose pick up, you will be notified by email when your items are in stock and available for pick up. Below are the directions to Corporate Incentives.

Corporate Incentives is located between Woodlands Parkway and Sawdust Road on the South Bound Feeder Road of I-45. The first street past Olive Garden is Oakridge Drive. Turn right on Oakridge Drive, we are in the middle of the block on the left hand side – there is a brown sign out front that says Corporate Incentives. 26414 Oakridge Drive, 77380 – 281-362-0532

Visa, Mastercard, American Express, Discover, Debit Card

Go to the St. Luke's store online – It is on The Source under coffee break or you can to go www.corporateincentivesinc.com. You will have to create a login before you can place an order.

This store has a shopping cart system so you can select the items you want, add them to your cart and check out as normal. You can select shipping or pick up from the list.

If they items you have chosen are not in stock, we will place them on order. We will be placing an order approximately every two weeks or sooner depending on the number of items we need to order. Please allow 3- 4 weeks for delivery of backorders if the items are not in stock. We will deliver the backordered items to Human Resources and email you when they have been delivered.

If you have questions about this process, please email Bev Earl, bev.earl@corp-inc.com.

