

Resourceful.....Reliable.



HUB/QISV Certified

UNIVERSITY OF TEXAS HEALTH SCIENCE CENTER at SAN ANTONIO PRO-CARD ORDERING PROCEDURES

To set up a Pro-Card user please call Today's Office Centre at (210) 826-9800 or log onto www.todaysofficecentre.com and click on shop online, then click on request a username fill out required information. Your user name will be sent via email in 24 to 48 hours.

Customer Service: (210) 826-9800

Deliveries: All orders will be delivered to Dock A receiving or designated area then delivered to the requesting department.

Discrepancies: Any discrepancies are to be called in within 24 hours to Today's customer service at (210) 826-9800. Please provide the invoice number and nature of discrepancy.

Returns: Please call Today's customer service at (210) 826-9800 provide invoice number and product code to be returned. An ATR (authorization to return) number will be emailed to you. Please print out the ATR attach it to the product and return the product to dock A for pick up.

Return Policy: All product is to be returned within 30 days from date of invoice in the original packaging and in resalable condition.