



# Look Book

A Guide to Huntington Career Apparel



## Overview

Career Apparel's Look Book can be used to easily plan your next apparel purchase. Or help save you time when coordinating your own look for the workday.

Each look begins with a foundational piece – a shirt, blouse, or sweater. Then, it showcases the best coordinating styles. You can combine multiple styles, too.

Plus, we add new styles to the apparel collection annually. This makes it easy and fun to mix-and-match for a professional and welcoming look every day.

# Women's Apparel Overview



# Women's Apparel Overview



# Men's Apparel Overview



# Men's Apparel Overview



# Business Casual Apparel



# How To Order

1. Go to <https://huntington.twinhillstore.com/>
2. Click “Sign In” in the upper right corner.
3. Log in using your HB # and your Twin Hill password. First-time users should enter “welcome1” for the password, and when prompted, set their new password and their security questions/answers.
4. Click “Shop Now” to view the online catalog.

Order Online	Order by Phone
<ul style="list-style-type: none"><li>➤ Add items to your shopping cart.</li></ul>	<ul style="list-style-type: none"><li>➤ Note the style numbers and sizes desired.</li></ul>
<ul style="list-style-type: none"><li>➤ Select your Method of Payment. <b>Note!</b> If a split-payment is required (apply full allowance, plus use a card) , enter card information during checkout step #4-Submit.</li></ul>	<ul style="list-style-type: none"><li>➤ Call Twin Hill’s dedicated Customer Service line for Huntington at 866-429-1024, Option #2.</li></ul>
<ul style="list-style-type: none"><li>➤ Review your order summary before submitting your order.</li></ul>	<ul style="list-style-type: none"><li>➤ Tell the representative that this is a Huntington FirstMerit Order. They will be happy to assist you.</li></ul>



# Helpful Info & Tips

## **ORDERING MADE EASY**

- ▶ Note the product's Available Date. Certain color and size combinations will indicate if on backorder.
- ▶ Call Twin Hill Customer Service (866-429-1024) to check availability of particular styles and sizes prior to ordering, if needed.
- ▶ To ensure a proper fit, use the Fit Guide found online in the Wear Guide menu. Or, visit your local Men's Wearhouse for free measuring services.
- ▶ During the checkout process, you can change or add a shipping address and have items shipped to your home address.
- ▶ Transactions occur once the product has shipped.
- ▶ Click Check Order Status at the top of the screen and click on the order number in your order history to see status and obtain shipment tracking numbers. Or, call Twin Hill Customer Service and provide the order number.

## **FORGOTTEN PASSWORD**

- ▶ Click on the Forgot Password link on the log-in screen and answer your Secret Question. If Unsuccessful, call Twin Hill Customer Service at 866-429-1024 (Option 2) to request a reset.

# Apparel Care

- ▶ Proper care and product rotation (not 'over wearing' the same favorite top) of your Huntington wardrobe will allow it to last far longer.
- ▶ Care instructions are included on the label of each product, though if you ever have questions on how to care for a product, feel free to call our Customer Service team at 1.866.429.1024.
- ▶ Assuming you are working full-time (40 hours per week) and have a full complement of tops that you're caring for according to the published instructions; one fresh top per workday, your Huntington wardrobe should last 12-18 months.

## HERE ARE SOME TIPS:

- ▶ All of your Huntington wardrobe pieces can be cared for in your home laundry. Please read the care instructions carefully. Never use chlorine bleach.
- ▶ If you use a Laundromat service, dryers can be harsh. Use the lowest temperature possible to dry your Huntington wardrobe.
- ▶ If you use a professional laundry/dry cleaning service, please request they not use starch. This breaks down the fibers quickly.
- ▶ If you have Twin Hill tailored pieces (suit jackets, pants and skirts) as part of your wardrobe, frequent pressing and less frequent dry cleaning will extend the life of the product. Pants, dresses and skirts can be home laundered.

