



SELECT A SECTION BELOW TO START YOUR ORDER

Welcome to the Hudson Group Forms & Signage Program

To begin the process please click on the Shop Now above and begin your order.
You will be able to generate proofs on Signage prior to approving your order.

All Signage orders will be approved by Hudson Group corporate prior to placement.



Shop Now



Order Signs Not on the Website



Questions about my Order?



Easy Order Guide


TRAINING VIDEOS

Go to
<https://www.hitouchbusinessservices.com/ht/hudsongroup.aspx>


Click **Shop Now** to get started

Please note that a training video and downloadable guide are available for your review.

If you have custom signage requests or questions about shipments, contact information is also available from this page.



Welcome to your ordering site.



Customer Login

Account Number

User ID:

Password:

Password is case sensitive.

[Login](#) [Forgot your Account Number or User ID?](#) [Forgot your Password?](#)

Customer Service
Feedback

Log in with your:

Account #
User name
Password

Ordering Inventory Print Items

The screenshot shows the HiTouch Business Services website. At the top, there is a search bar with the text "Search for all your business needs" and a magnifying glass icon. To the right of the search bar are navigation links for "Messages (1)", "Ship To Location: 0902", "Lists", "Account", "Help", and "Cart" (with a shopping cart icon and the number 3). Below the navigation bar, the "PRODUCTS" section is visible. On the left, there is an "Orders" section with the text "You don't have any recent orders to display. Status for pending orders will appear here." and a "Manage orders" button. The main "Lists" section is highlighted with a red box and contains three items: "New Hire Kits" (2 items in this list), "HR Lanyards/Bags/Form" (14 items in this list), and "Hudson Group Forms" (11 items in this list). A "View all" link is located to the right of the "Lists" section. A red arrow points from the "Lists" navigation link in the top bar to the "Lists" section, and another red arrow points from the "Hudson Group Forms" item to the list of items on the right.







To find stocked / inventory print items (no customization needed), navigate to Lists:

List name ↕
Dufry Items 3 items
HR Lanyards/Bags/Forms/Posters 14 items
Hudson Group Booksellers 7 items
Hudson Group Forms 11 items
Hudson Group Labels 9 items
Name Badge Items 10 items

Ordering Inventory Print Items

[Print Product Labels](#) [Add to cart](#)

Search for items in this list Tags 0-9/A-Z

					Modify saved qty. <input type="checkbox"/>
 On Contract 	EMPLOYEE REFERRAL POSTER 1/EA Item #: 24378570 MFR #: HGERP Customer #: 24378570 ★★★★★ Add a Tag	9/11/2019	\$1.50 EA/1 Check delivery date	<input type="text" value="1"/>	<input type="checkbox"/>
 On Contract 	COMPLIANCE HOTLINE POSTER 1/EA Item #: 24381506 MFR #: HGCHP Customer #: 24381506 ★★★★★ Add a Tag	9/11/2019	\$1.50 EA/1 Check delivery date	<input type="text" value="1"/>	<input type="checkbox"/>
 On Contract 	Dufry Lanyard, 1/Ea Item #: 24381880 MFR #: HGLPS58RED Customer #: 24381880 ★★★★★ Add a Tag	9/11/2019	\$2.60 EA/1 Check delivery date	<input type="text" value="1"/>	<input type="checkbox"/>

[Feedback](#)

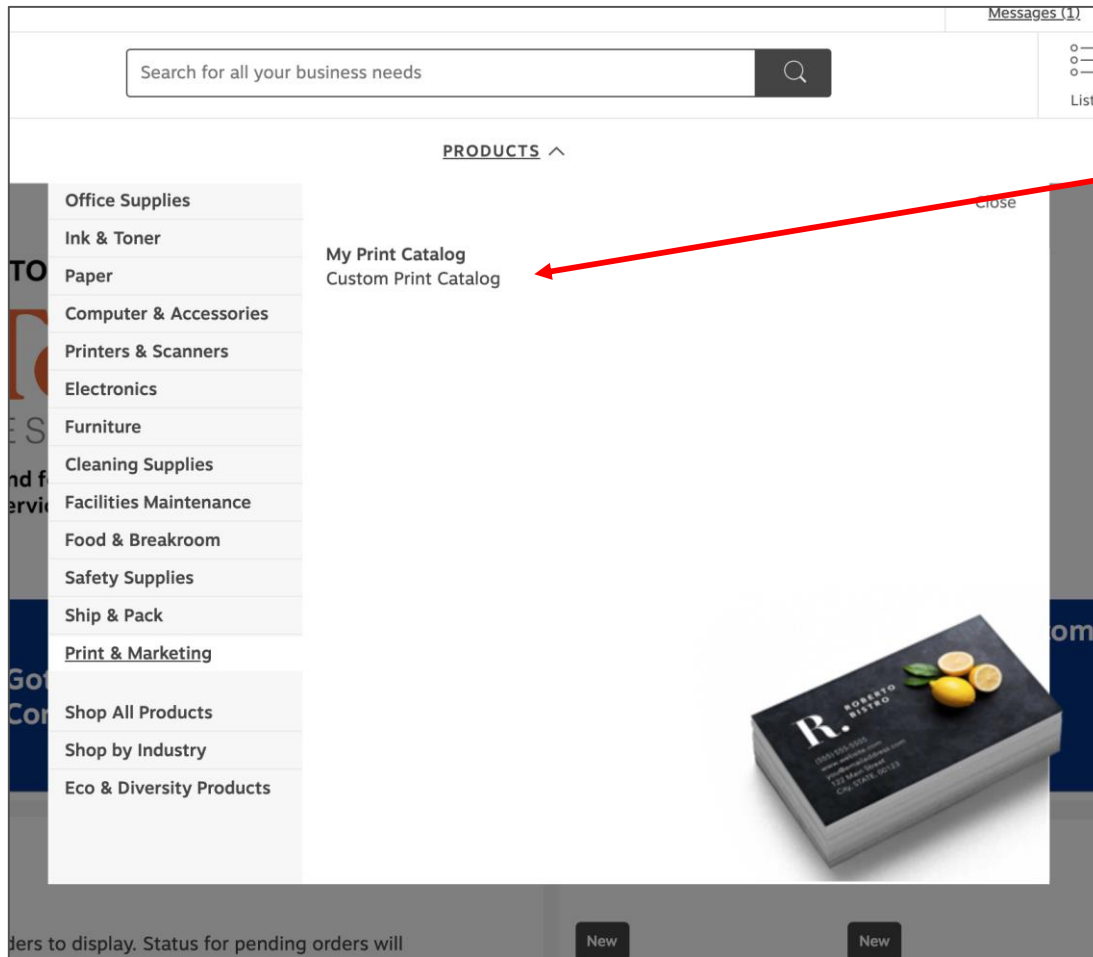
Click the checkbox next to each item you want to add to your order.

To adjust the ordered quantity, type the new number in the QTY box.

Once you have selected all items to order from this list, click **Add to Cart**, found at the top and bottom of the screen.

[Add to cart](#)

Ordering Custom Print Items



To find customized print items, use the Products menu > Print & Marketing > Custom Print Catalog

Ordering Custom Print Items

HiTouch
BUSINESS SERVICES

Select a Product Category: Select One or More Items to Order:

Bookseller Signage [My Previous Items](#) [Cancel & Return](#)

Branded <

Electronic Bay Signage

Electronic Signage

Flat H Program

Hudson <

Hudson News <

Magazine Rack Signage <

Outlook / Sunglasses <

Snak Club <

Sugarpova

The Travelers Best

Universal Fixture

World Duty Free

Product Category: **Bookseller Signage**

Item	Description	Quantity (0 to delete)
BookCategory_17x2.375	Booksellers Category Signs Bestsellers	Edit Product Click for Pricing
BookCategory_17x2.375- Barbaras	Barbaras Category Signs Barbara's Recommends	Edit Product Click for Pricing

Select a category on the left side to find the product you wish to customize / order.

Click **Edit Product**

Ordering Custom Print Items

Custom Print Product **Sugarpova_5.5x7**

Please enter a descriptive name to identify this document.
This name will only be used for identification and will not print on the document.

Price:

Up To Price:

Proof



Quantity:

I agree that spelling, content and layout are correct.
I understand that my document will print exactly as it
appears in the proof display and any changes requested
after my order has been submitted may incur additional charges.

**By checking this box I agree with the above
approval statement**

Quantity:

Add to My Order

I agree that spelling, content and layout are correct.
I understand that my document will print exactly as it
appears in the proof display and any changes requested
after my order has been submitted may incur additional charges.

**By checking this box I agree with the above
approval statement**

For customized print items, fill in all applicable fields or make selections from provided dropdown menus.


Once complete, click **Proof** at the bottom of the screen.

Make any necessary corrections and press **Proof** to refresh the view.

Select your QTY from the dropdown (or enter a number) and check the approval box.

The **Add to My Order** button will only appear once the proof has been approved.

Ordering Custom Print Items

My Previous Items		Cancel & Return			
	Item/Proof	Description	Price Each	Quantity	Extended Price
Edit / Delete	HN5X7TSTD	Sugarpova_5.5x7 signs	\$1.75	5	\$8.75
					
Add to Cart					

When you have added all print items to your order list, you are ready to **Add to Cart**. This will return to your complete HiTouch cart for check out.

To view previously ordered custom print items click **My Previous Items**.

To cancel and return to the homepage, click **Cancel & Return**.

Checkout

HiTouch
BUSINESS SERVICES

Search for all your business needs



Lists

My Cart

[Add to List](#) [Print This Page](#)

SHIPPING INFORMATION Change Shipping Location 0902 Staples CSR User for HUDSON GROUP HUDSON BOOKSELLERS 1521 JOHNSON FERRY ROAD MARIETTA, GA 30062 USA Y *508-253-6000 Edit	ACCOUNTING INFORMATION BUDGET CENTER 0902: BOOKSELLERS OPERATIONS Change PO <input type="text"/> PO RELEASE <input type="text"/>	PAYMENT METHOD <input checked="" type="radio"/> Invoice this account <input type="radio"/> Use a new credit card CUSTOM DELIVERY DATE <input type="checkbox"/> Select your delivery date ? Next available Choose your next available delivery date up to 15 days in the future!	Subtotal \$28.20 Premium Savings -\$21.95 Pretax Subtotal \$6.25 Estimated Tax ? \$0.38 TOTAL \$6.63 Your Premium membership saves you \$21.95 on this order. SUBMIT ORDER
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Items for Delivery

Expected by: Friday, Dec 13			
 <small>Sorry, image not available.</small>	T STAND SIGN 5X7 1-9 Item # 24405822 Customer Item # 24405822 MFR Item # HNSX7TSTD19 ON CONTRACT Packing Slip Note <input type="text"/>	\$1.25 1/EA 5 Remove Save For Later	\$6.25
Expected by: Wednesday, Dec 04			
	US Field New Hire Kits Item # 24378526 Customer Item # 24378526 MFR Item # HGNIHK ON CONTRACT Packing Slip Note <input type="text"/>	\$21.95 \$0.00 1/EA 1 Remove Save For Later	\$0.00

[Clear Cart](#)

Subtotal	\$28.20
Premium Savings	-\$21.95
Pretax Subtotal	\$6.25
Estimated Tax ?	\$0.38

Your Budget Center (Department billing code) will automatically default to the matching Ship To code on Checkout.

If you have an alternate Budget Center that you need to charge, you will need to select from your available list under the **Accounting Information** area prior to checkout.

Edits to a Ship To can also be made prior to Checkout.