

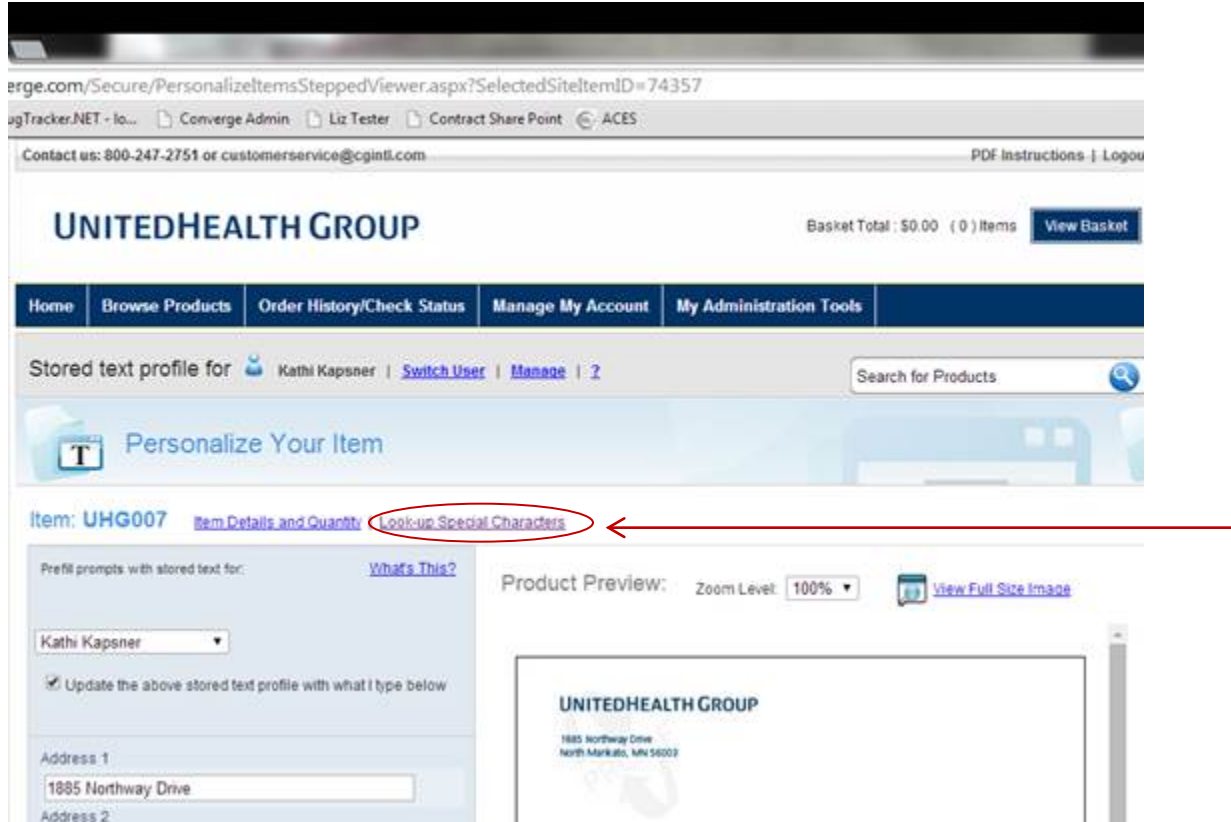
## UnitedHealth Group Stationery Message Board

### Customer Service

- If you need help with Ariba, please email your questions to [ESP\\_Ariba\\_Support@uhc.com](mailto:ESP_Ariba_Support@uhc.com).
- For assistance in setting up new or revising existing stationery templates, or general questions regarding product available on this site, please contact Gretchen Carroll at 952-931-5376.
- For questions on entering orders, order status or customer service questions in general, please call 800-247-2751 or email [customerservice@cgintl.com](mailto:customerservice@cgintl.com). Customer Service representatives are available 7:00 a.m. thru 5:00 p.m. CST, Monday thru Friday.

### Special Characters

If you are ordering business cards for someone that requires a special character you can manually enter the special character by typing in a certain code. Below is a print screen showing where you can look up those special characters.



### Stationery Orders

Please carefully type and review all proofs. Once your order is submitted, changes and/or cancellations, or refunds will not be accepted.

## Shipping and Delivery

All orders will generally take 4-5 working days to print upon manager approval, and will ship after that. Use of any type of expedited shipping services will significantly increase the cost of an order over the company preferred ground shipping method. **All stationery orders will be shipping from Minnesota, so if ordering for delivery to Minnesota, please choose ground delivery. See the map and legend below for estimated ground delivery dates from Minnesota to your final delivery destination to gauge timing. For example, ground from MN to CO is 3 days and from MN to CA is 4 days.**

