



Uniform Order Process

Company uniforms are available to be purchased online by the General or Store Manager at the location.

Procedure:

- Managers must keep a monthly Uniform Tracking Log for each month in order to record all uniforms distributed throughout the month. This form must be emailed to HR after placing your online order.
- An order must be placed only once a month. If an additional order is needed contact your Area Director for approval.
- All uniform orders will be reviewed and approved by the Area Director.

Process:

1. Complete a uniform inventory by counting the uniforms at the store and uniforms listed on the tracking log to determine the items needed for the upcoming month.

Starting store inventory consist of:

- a. **Polos:** (5) Medium | (5) Large | (5) XLarge
- b. **Caps:** 5
- c. **Beanies** (Oct-Feb) 5
- d. **754 Jacket** (only): (Oct-Feb): 2 Medium | 2 Large | 2 XLarge

2. Visit <https://whitewater-carwash.myshopify.com/> to make your selections.
 - a. After adding all uniform items to your cart click on **check out**. When ask to complete the Contact information enter your store email address, location number (WX101-Tomball) and mailing address. Use the store credit card to pay for these items.

Contact information

Email or mobile phone number
tomball@whitewatercw.com

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Shipping address

First name (optional)

Last name

Store Location Number

WX101-Tomball

- b. The requested items will be shipped to your location within 10 business days. If your order is taking longer than 12 days notify the HR department.

3. Company Badges are handled in-house by submitting a request through the company intranet.

Refer to the table below when issuing uniforms to new and current employees.

New Hires - Day One	2 Polos, 1 Cap or Beanie and (1) 754-Jacket (winter items are available from Oct-Feb)
After 30 days	2 more Polos
After 6 months	2 more Polos
Available Each Year After	
After employee anniversary	2 Polos and 1 cap
6 months of employee anniversary	3 Polos
A jacket will be re-issue every three years.	

Employees have two options to purchase additional uniforms.

- a. **Payroll Deduction:** Employee must complete the Uniform Deduction form located on the intranet. After the form is completed, the Manager will add the requested item on their monthly order to distribute to the employee.
- b. **Personal Credit Card:** Employee can order it through the website using their personal credit card. This option is available at any time.

For questions, please contact the HR Helpline at (844) 399-6910.