

# EMPLOYEE APPAREL ORDERING

## STANDARDS:

### Outside Sales:

- >JS polos or button down shirts tucked in
- >JS jacket and/or JS sweater
- >Long khaki style pants
- >Closed toe, hard leather shoes preferred

### Inside Sales/Branch Managers:

- >JS polos or button down shirts tucked in
- >JS jacket and/or JS sweater
- >Jean/khaki style pants free of holes or stains
- >Closed toe, hard leather shoes preferred
- >JS baseball caps are permitted

### Warehouse Associates/Drivers:

- >JS polos or t-shirts
- >JS sweatshirts
- >JS jacket for drivers
- >Jeans or khaki style pants free of holes or stains
- >Shorts are permitted in summer
- >Closed toe, hard leather shoes preferred
- >JS baseball caps or beanies are permitted

## COLOR OPTIONS



# ORDERING:

Orders are placed in **March** and **September**. There will be limited time periods when order forms will be accepted. Ordering opportunities will be announced at least 3 days prior to ordering periods.

**\*\* ONLY TWO ORDERS WILL BE PLACED PER YEAR. ANY FORMS SUBMITTED NOT WITHIN THE OPEN PERIOD WILL BE VOID. \*\***

**Employees** with JSBG for 6 months or more...

**Per order:**

**Inside/Outside Sales & Admin -**

2 shirts (button down/polo)

1 sweater (only in Fall order)

1 jacket (only in Fall order)

\*Inside Sales may also order a baseball cap

**Warehouse Associates/Drivers -**

4 shirts (polos/t-shirts)

1 sweatshirt

1 jacket (only in Fall order, Drivers only)

1 beanie (only in Fall order)

1 baseball cap

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## **New Employees**

**\*\* IF YOU ARE A NEW EMPLOYEE YOU MAY PLACE AN ORDER AT ANY TIME, BUT YOU MUST CHECK THE NEW EMPLOYEE BOX ON THE FORM. IF THAT BOX IS NOT CHECKED THE FORM WILL BE VOID AND YOUR ORDER WILL NOT BE FILLED. \*\***

**Outside/Inside Sales:**

6 shirts (polos/button downs)

1 jacket

1 sweater

1 baseball cap (Inside sales only)

**Warehouse/Drivers:**

6 shirts (polos/t-shirts)

1 sweatshirt

1 jacket (drivers only)

1 beanie/baseball cap

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**ORDERS CAN BE PLACED AT:**

**[Johnstonesupplybalsangroup.com/js-shirts](http://Johnstonesupplybalsangroup.com/js-shirts)**