



**Effective 08/24/2015**

Orders will be filled as they are received. **I understand my signature denotes that the amount listed for the total order will be deducted from my compensation the week of delivery.**

Complete this order form and return it to your supervisor. He/She will then forward it to the business office. Orders will be filled based date of receipt.

ITEM	SIZE	QUANTITY
Sweatshirt with hood Athletic Gray \$10.00 each (Limited sizes)	Medium Large XL    XXL    XXXL	
T-shirt with long sleeves Athletic Gray \$5.00 (Limited sizes)	Medium Large XL    XXL    XXXL	
T-shirt with short sleeves Athletic Gray \$4.00	Medium Large XL    XXL    XXXL	
T-shirt with long sleeves Safety Color, no reflective strip \$5.00	Medium Large XL    XXL    XXXL	
T-shirt with short sleeves, Safety color, no reflective strip \$4.00	Medium Large XL    XXL    XXXL	

Total Items Ordered: \_\_\_\_\_

Total Amount: \_\_\_\_\_

Employee Name (print): \_\_\_\_\_

Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Order filled by: \_\_\_\_\_

Deduction Amount: \_\_\_\_\_