



Facilities Services Shirt Order Form

If you are unsure of your shirt size you can visit the Facilities Services office and try on the sample shirts that are available. Five shirts are available to employees each year after passing the probation period. Shirts (5) are ordered one year after your last order date. Questions on when your last order date was please ask Amber Wood.

Quantity	Size	Description
		Cornerstone Hooded Jacket (SM-4XL) 100% Cotton, 100% Nylon lining. Can be ordered in the place of 5 Shirts
		100% Cotton Button Down for Electricians Only (XS-4XL). Please specify long or short sleeve
		Zip front hooded Sweatshirt (Sm-5XL) Hanes 50% Cotton 50% Polyester. Hoodies can be ordered in place of two tees.
		Cool-Dri Hanes T Shirt (SM-3XL) 100% Polyester, no pocket
		Short Sleeve T Shirt (S-3XL) Hanes 100% Cotton, Tall Available for LG-3XL w/pocket
		Long Sleeve T Shirt (S-3XL) Hanes 100% Cotton
		Short Sleeve Polo (S-6XL) Port Authority 35% Cotton 65% Polyester
		Women's Short Sleeve Polo (XS-4XL) Port Authority 55% Cotton 45% Polyester
		Long Sleeve Polo (XXS-6XL) Edwards 65% Polyester 35% Cotton (These Run Big)
		Men's Short Sleeve Button Up (XXS-6XL) Port Authority 55% Cotton 45% Polyester, Tall Available
		Men's Long Sleeve Button Up (XXS-6XL) Port Authority 55% Cotton 45% Polyester, Tall Available
		Women's Short Sleeve Button Up (XXS-6XL) Port Authority (no pocket) 55% Cotton 45% Polyester (These Run Small)
		Women's Long Sleeve Button Up (XXS-6XL) Port Authority (no pocket) 55% Cotton 45% Polyester (These Run Small)

Print Name: _____ **Shop:** _____

For Office Use:

Last Order Date: _____ APPROVED NEXT ORDER DATE: _____