



# ONLINE UNIFORM SALE

**Starts:** Wednesday March 13th at 12 noon

**Ends:** Friday March 31st at 9 a.m.



**JACKETS**



**Payroll Deduction or Credit Card** payment options available

**To make purchases, follow these instructions:**

- Step 1:** Go to [www.firstuniform.com](http://www.firstuniform.com)
- Step 2:** Begin Shopping
- Step 3:** Make selections and "Proceed to Checkout"
- Step 4:** Fill in home address for shipping.

*Make sure to type Carilion Franklin in the "Company" box.*

*Please enter your EMPLOYEE ID#(from back of badge in the "Order Comments: Employee ID" Box*

- Step 5:** Once your physical address, phone number and email addresses are complete, you will select from the Payment Methods below.

**For Credit Card** select payment method **CREDIT CARD** and then Follow the instructions on the website to complete your purchase

**FOR Payroll Deduction**

You must select **CFMH PD** to use payroll deduction. **\*DO NOT** select "Payroll Deduction" from the drop-down menu as your payment option.

By selecting **CFMH PD** - your order will be entered as 1 pay period automatically on the website. We will divide payment per the chart when processed.

- There is no postage charge for purchases over \$129.99
- *Reminder: Payroll deduction is available for All Eligible Carilion Franklin employees.*

**Questions?**  
Call First Uniform's web support at 800-324-5890 ext. 1124

**Reminder:**

*Any outstanding balance owed at the time of separation from Carilion Franklin will be deducted from final paycheck. In addition, if there is any further balance due, employees will be billed.*

Amount	Pay Periods
\$1.00 - \$25.00 .....	1 Pay Period
\$25.01 - \$50.00 .....	2 Pay Periods
\$50.01 and above .....	3 Pay Periods

**PLEASE DO NOT MAKE YOUR PURCHASE DURING WORK HOURS!**