



Power/mation[®]

Employee Clothing Order Instructions

To simplify the clothing order process, please follow the instructions below to order Power/mation gear.

SELECTING YOUR ITEM(S)

Search for available clothing items to order online at [SanMar.com](https://www.sanmar.com)

NOTE

- Prices will be \$1-\$2 higher on the SanMar website than what Power/mation can receive them for
- Hats are not available to purchase

PLACING YOUR ORDER

[Click here](#) to fill out a clothing order form via our website. Please note, this form is for internal use only so this page is password protected. Click the “Add Entry” button to add an item(s) to your order.

Your Clothing Items

Item Number	Quantity	Size	Color	Logo	Comments
There are no entries.					

Add Entry

Internal Website Form Link: <https://www.powermation.com/clothing-order-form-internal-use-only/>

Password: Since1961

ORDERS PLACED

Group orders will be placed on the last Friday of every month.

PRICING

All clothing items will have embroidered logos applied at \$3.95/each. If a group order quantity of 12 or more items isn't reached the logo fee will be \$4.95 per item. Please be prepared that your items may cost the extra \$1 each on certain months. The logo cost will be added to the item cost. Power/mation pays for half of the total cost.

SHIPPING

Orders typically take 2-3 weeks to arrive. Once the items have arrived at the Power/mation office, the Marketing Team will ship your items to your office or place them at your desk.

PAYMENT

Once an order has been received. Power/mation will receive the bill in an additional 2-3 weeks. At this point, the marketing team will email you the total cost for your order. You can pay [Katie Bechel](#) in the accounting department directly to settle your invoice. If you are an independent with a company, we will bill you directly.

QUESTIONS

Contact Alyssa Juszczak with questions about this process at alyssa.juszczak@powermation.com