

## WRIGHT GEAR GF & SUPERVISORS WEBSITE INSTRUCTIONS

**WRIGHT**  
Employee Owned

Welcome to the Wright Tree Service Employee Gear Store!

In-stock clothing and other items available to everyone. **GENERAL STOCK ITEMS** ? [Instructions for ordering General Stock items.](#)

In-stock clothing available to GF's & Supervisors. **GF & SUPERVISOR ITEMS (Requires Login)** ? [Instructions for ordering GF & Supervisor items.](#)

Special Order items may take 3-4 weeks for delivery. **SPECIAL ORDER ITEMS (Carhartt & Red Kap)** ? [Instructions for ordering Special Order items.](#)

- Click on the yellow box that says “GF & Supervisor Items” to see all the clothing and products that you may order.

Home Account Search Product List Basket

Special Order Store Contact Clothing Manager

[Create New Account](#)

Login to Existing Account:

Login:

Password:

Please Email Me My Password

Login

- Fill in the Login name and password assigned to you by the Clothing Manager.
- If you do not remember yours or would like to change the password, email or call the Clothing Manager.
- To be able to see the GF & Supervisor clothing, you may not create your own new account.
- After you fill in your Login name and password, click on “Login.”

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Travel Mugs  
Koozies  
Kite  
Lunchbox  
Golf Items  
Frisbee

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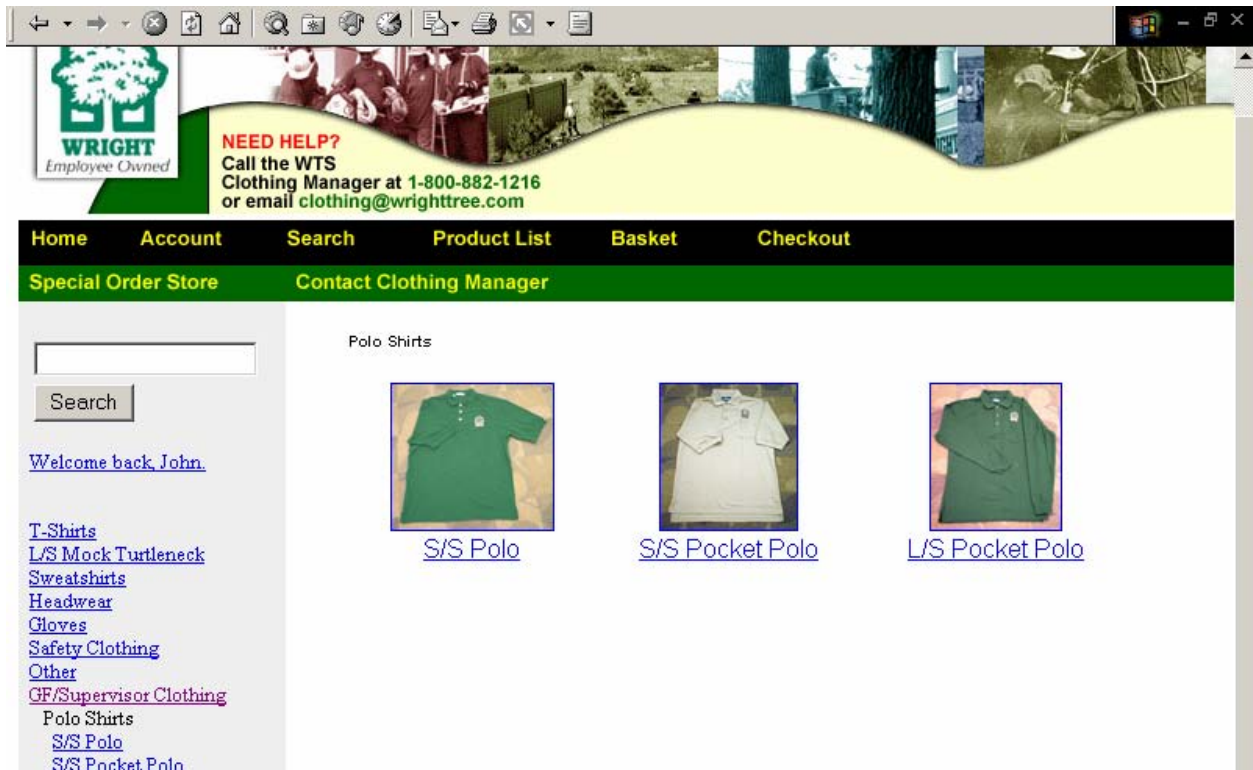


[Spring Jacket](#)

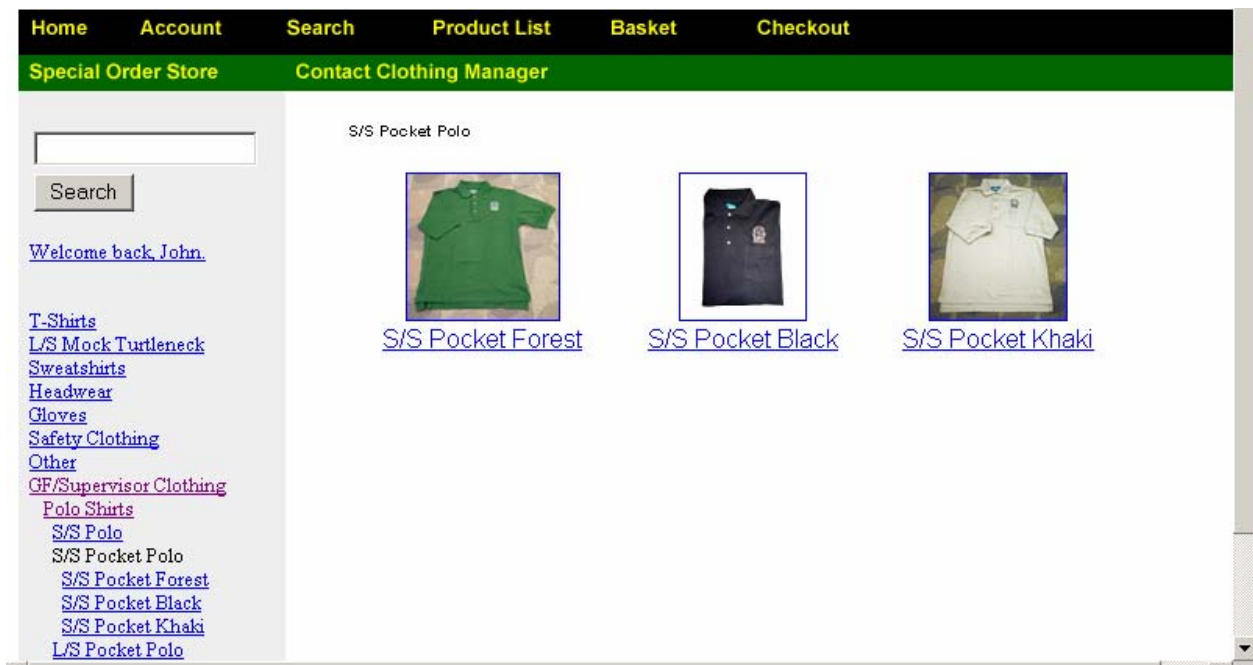


[Winter Jacket](#)

- From here you may select the type of clothing or products you would like to look at. You may click on the picture or on the link on the left side of the screen.
- You may order any of the crew clothing or Wright Tree Service products in addition to the clothes reserved for GF's & Supervisors.



- For this example, the “Polo Shirts” were chosen. Then you have to choose what type of polo by clicking on the picture or on the left-hand links.



- The “S/S Pocket Polo” was chosen. Next click on the color desired.


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Special Order Store Contact Clothing Manager

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[Button Down Shirts](#)  
[Camp Shirts](#)



Code	Name	Price	
<a href="#">WTS402BlackM</a>	Medium Black S/S Pocket Polo	\$20.25	Add To Basket
<a href="#">WTS402BlackL</a>	Large Black S/S Pocket Polo	\$20.25	Add To Basket
<a href="#">WTS402BlackLT</a>	Large Tall Black S/S Pocket Polo	\$22.25	Add To Basket
<a href="#">WTS402BlackXL</a>	XL Black S/S Pocket Polo	\$20.25	Add To Basket
<a href="#">WTS402BlackXLT</a>	XLT Black S/S Pocket Polo	\$24.50	Add To Basket
<a href="#">WTS402Black2XL</a>	2XL Black S/S Pocket Polo	\$22.25	Add To Basket
<a href="#">WTS402Black2XLT</a>	2XLT Black S/S Pocket Polo	\$26.50	Add To Basket
<a href="#">WTS402Black3XL</a>	3XL Black S/S Pocket Polo	\$24.50	Add To Basket
<a href="#">WTS402Black3XLT</a>	3XLT Black S/S Pocket Polo	\$28.50	Add To Basket

- The black polo was chosen.
- Next click on the blue underlined link under the “Code” header. For this example, we will choose “WTS402BlackXL.”
- When you are making your clothing selection, pay attention to the regular sizes verses the tall sizes such as XL verses XLT.

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XL Black S/S Pocket Polo



Quantity in Basket:none  
Code: WTS402BlackXL  
Price:\$20.25

8 available for immediate delivery

Quantity:  Add to Order

XL Short sleeve polo with pocket. Embroidered WTS logo left chest. Black.

- This screen will bring up any details about the item and any notes such as this item is low on stock and may be delayed to ship.
- You may change the quantity if you wish.
- Then click on “Add to Order.”

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- [L/S Pocket Polo](#)
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- [Camp Shirts](#)



Code	Name	Price	
<a href="#">WTS402BladM</a>	Medium Black S/S Pocket Polo	\$20.25	<input type="button" value="Add To Basket"/>
<a href="#">WTS402BladL</a>	Large Black S/S Pocket Polo	\$20.25	<input type="button" value="Add To Basket"/>
<a href="#">WTS402BladLI</a>	Large Tall Black S/S Pocket Polo	\$22.25	<input type="button" value="Add To Basket"/>
<a href="#">WTS402BladXL</a>	XL Black S/S Pocket Polo	\$20.25	<input type="button" value="Add To Basket"/>
<a href="#">WTS402BladXLI</a>	XLT Black S/S Pocket Polo	\$24.50	<input type="button" value="Add To Basket"/>
<a href="#">WTS402Blad2XL</a>	2XL Black S/S Pocket Polo	\$22.25	<input type="button" value="Add To Basket"/>
<a href="#">WTS402Blad2XLI</a>	2XLT Black S/S Pocket Polo	\$26.50	<input type="button" value="Add To Basket"/>
<a href="#">WTS402Blad3XL</a>	3XL Black S/S Pocket Polo	\$24.50	<input type="button" value="Add To Basket"/>
<a href="#">WTS402Blad3XLI</a>	3XLT Black S/S Pocket Polo	\$28.50	<input type="button" value="Add To Basket"/>

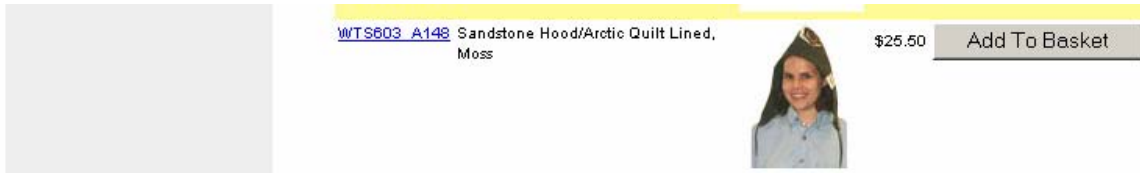
- If you do not wish to see the detailed information, you may click on “Add to Basket.”
- If you want to order more than one, you will need to change the quantity on the next screen.

[Welcome back, John.](#)

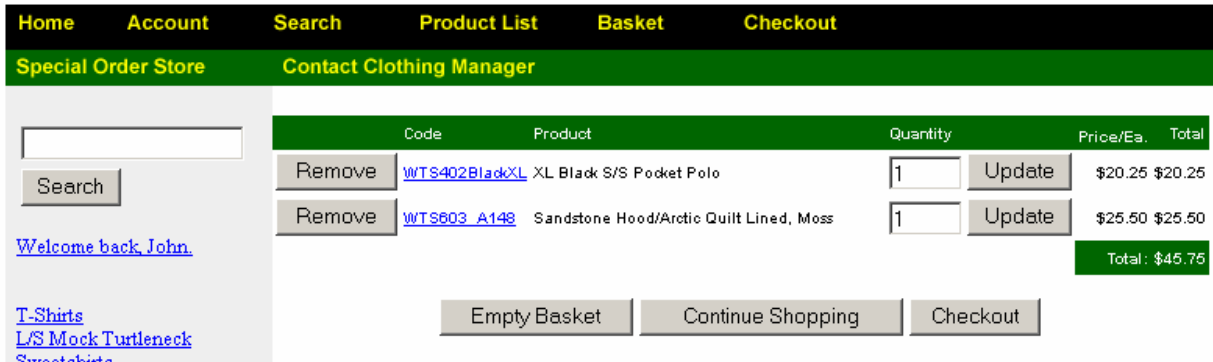
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- [Other](#)
- [GF/Supervisor Clothing](#)

Code	Product	Quantity	Price/Ea.	Total
<input type="button" value="Remove"/>	<a href="#">WTS402BladXL</a> XL Black S/S Pocket Polo	<input type="text" value="1"/>	<input type="button" value="Update"/>	\$20.25 \$20.25
				Total: \$20.25
<input type="button" value="Empty Basket"/> <input type="button" value="Continue Shopping"/> <input type="button" value="Checkout"/>				

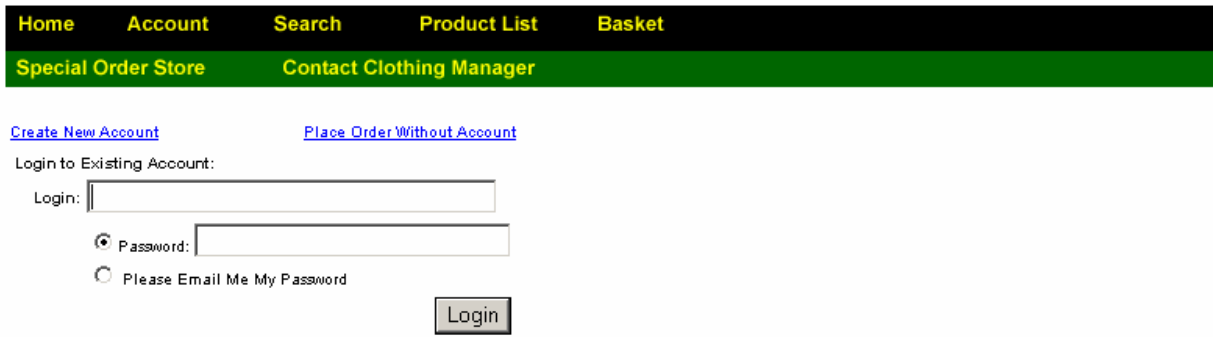
- This is your “Basket” or shopping cart screen.
- You may remove an item by clicking on “Remove.”
- You may change your quantity amounts, but after you change you must click on “Update.”
- If you want to order more than this item, click on “Continue Shopping” which will take you to the previous screen you were looking at.
- Or, you may click on the left-hand links to look at more products.



- For this example, we clicked on ‘Headwear.’
- We clicked to add a Carhartt Hood to the basket.



- The basket will then reflect the new choice.
- Once your shopping is completed, click on “Checkout.”



- If you had a long delay, this screen will appear and you will need to login in again.
- Don’t worry - your order will not be erased if this screen appears. Once you have logged in, your order will still be there.

Code	Product	Quantity	Price/Ea.	Total
WTS402BladXL	XL Black S/S Pocket Polo	1	\$20.25	\$20.25
WTS603_A148	Sandstone Hood/Arctic Quilt Lined, Moss	1	\$25.50	\$25.50
<b>Total:</b>				<b>\$45.75</b>

**Bold=Required**

*Italic=Optional*

**Ship To:**

First Name:

Last Name:

Email Address:

Phone Number:

Address:

City:

State/Province:

Other State/Province:

Zip/Postal Code:

Update Customer Record With This Information

- The next screen is your shipping information. Fill in the needed information.
- If you leave the “Update Customer Record With This Information” box checked, the next time you place an order, it will remember what you put in here.
- Click on “Continue” when you are satisfied with the shipping information.
- There may be a short delay. Do not click on “Continue” more than once.

**Ship To:**

Name: John Smith  
 Email Address: clothing@wrighttree.com  
 Phone Number: 515-277-6291  
 Address: 139 6th Street  
 Wes Des Moines, IA 50265  
 US

Code	Description	Quantity	Price/Ea.	Total
WTS402B	Payroll Deduction (CREW must use unless given prior approval)	1	\$20.25	\$20.25
WTS603	Bill to Division # (Fill in # on next screen)	1	\$25.50	\$25.50
	GF Incentive \$			
	GF/Supervisor Free Clothing Program			
	New GF/Supervisor Start Up Clothes			
	Other			
				<b>Total: \$45.75</b>

Shippin

Pay With: <Select One>

- This next screen is VERY IMPORTANT. You have a variety of choices to indicate how this order will be paid for.
- Payroll Deduction – If you want this order to be paid for out of your weekly paycheck.
- Bill to Division # – If you want this order to be charged to your division. You must have your Division Manager’s authorization to do this. You will have to fill in your Division Number in on the next screen.
- Bill to Job # - If you want this order to be charged to your job #. You must have your Division Manager’s authorization to do this. You will have to fill in your Job Number on the next screen.
- GF Incentive \$ - If you want this order to be paid out of your GF Incentive Money. If you do not have enough, the balance will be deducted from your paycheck.
- GF/Supervisor Free Clothing Program – If you are placing your free Spring or Fall clothing order. You MUST only order the number of clothes permitted for that.
- New GF/Supervisor Start Up Clothes – If you are a brand new GF or supervisor and the Clothing Manager has explained to you what you may order.
- Other – If the way to pay for this order isn’t listed (such as WTS Bucks). You will need type in a reason on the next screen.
- After you make a payment selection, click on “Continue.”

**Ship To:**

Name: John Smith  
 Email Address: clothing@wrighttree.com  
 Phone Number: 515-277-6291  
 Address: 139 6th Street  
 Wes Des Moines, IA 50265  
 US

Code	Product	Quantity	Price/Ea.	Total
WTS402BlackXL	XL Black S/S Pocket Polo	1	\$20.25	\$20.25
WTS603_A148	Sandstone Hood/Arctic Quilt Lined, Moss	1	\$25.50	\$25.50
<b>Total:</b>				<b>\$45.75</b>

Bold=Required  
 #/i/c=Optional

**Payment Information:**  
 GF/Supervisor Free Clothing Program

[Continue](#)

- The next screen may or may not require you to fill in requested information based on what payment method you selected.
- Click on “Continue.”

Invoice

AIA Central Iowa  
 2740 30th Street  
 Des Moines, IA 50310

Order #1186 Date: 02/28/2006 14:51:11 CST

Thank you for your order. Please keep this invoice for your records.

[Return to shopping](#)

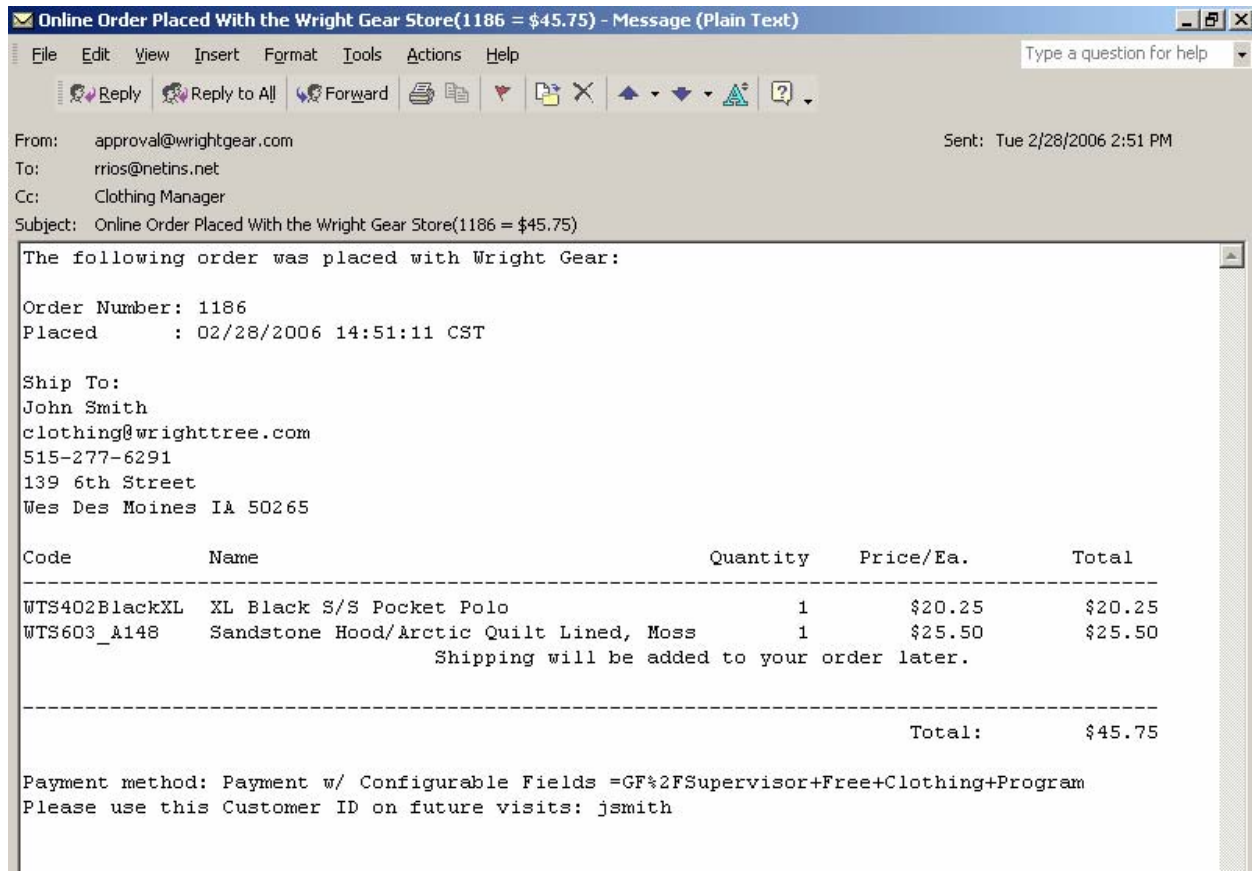
Please remember or record your Customer ID: **jsmith**

**Ship To:**

Name: John Smith  
 Email Address: clothing@wrighttree.com  
 Phone Number: 515-277-6291  
 Address: 139 6th Street  
 Wes Des Moines,  
 IA50265  
 US

Code	Product	Quantity	Price/Ea.	Total
WTS402BlackXL	XL Black S/S Pocket Polo	1	\$20.25	\$20.25
WTS603_A148	Sandstone Hood/Arctic Quilt Lined, Moss	1	\$25.50	\$25.50
Shipping will be added to your order later.				
<b>Total:</b>				<b>\$45.75</b>

- This is your confirmation page. Print the page or write down the order number.
- You do not need to log out of the website. Once your order is complete, you may just close the window out.



- You will also receive an order confirmation email. Keep this email until after your order has safely arrived and you have checked it for accuracy.

If you have any questions about the clothes and products ordering process, please email the Clothing Manager at [clothing@wrighttree.com](mailto:clothing@wrighttree.com) or call her at 1-800-882-1216.

Thank you for ordering Wright Tree Service, Inc. clothing and products.