


WRIGHT GEAR STOCK WEBSITE INSTRUCTIONS





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 “General Stock Items” to see all the clothing and products that anyone may order.



NEED HELP?
Call the WTS Clothing Manager at 1-800-882-1216
or email clothing@wrighttree.com

[Home](#) [Account](#) [Search](#) [Product List](#) [Basket](#) [Checkout](#)

[Special Order Store](#) [Contact Clothing Manager](#)

Search

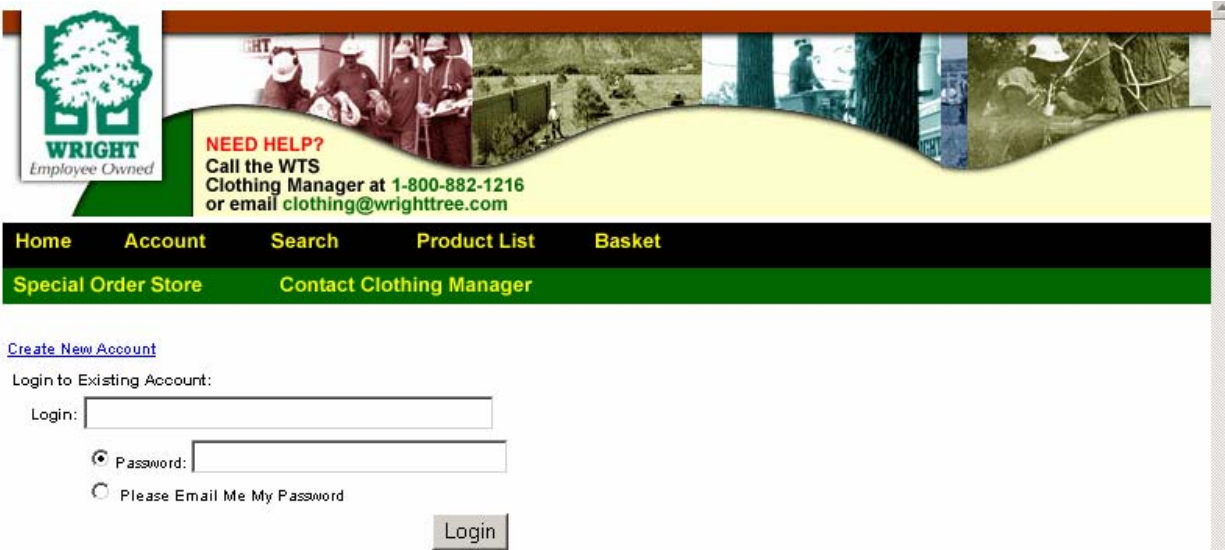
[Sign In](#)

[T-Shirts](#)
[L/S Mock Turtleneck](#)
[Sweatshirts](#)
[Headwear](#)
[Gloves](#)
[Safety Clothing](#)
[Other](#)

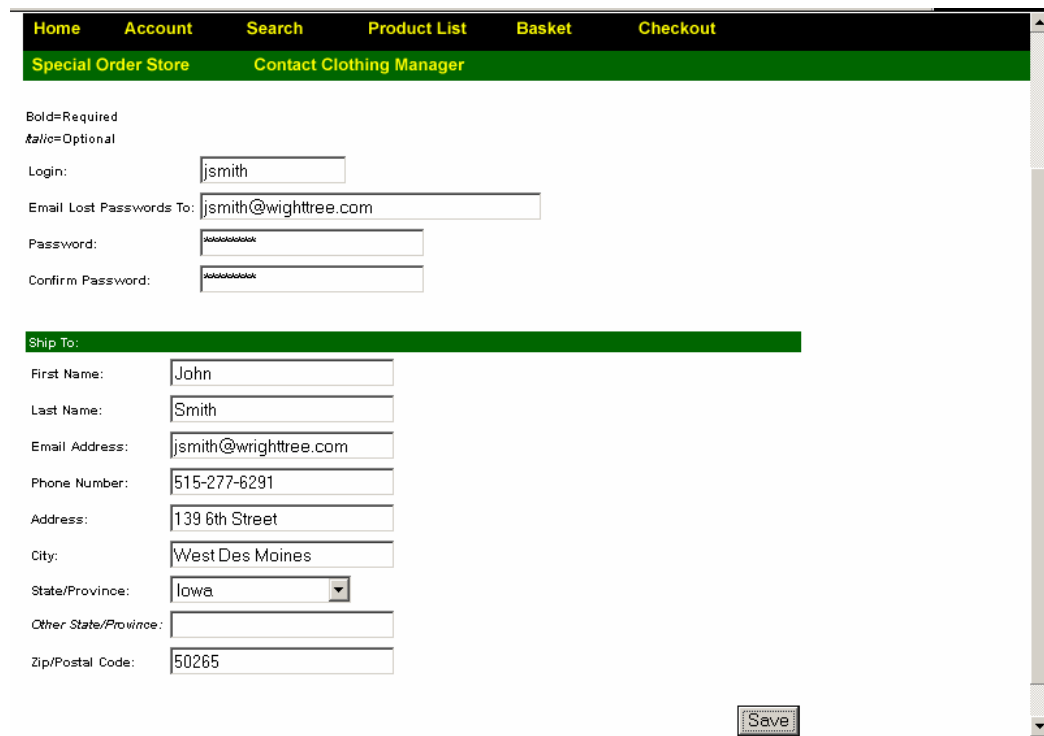
[T-Shirts](#)
[L/S Mock Turtleneck](#)
[Sweatshirts](#)
[Headwear](#)
[Gloves](#)
[Safety Clothing](#)

Travel Mugs
Koozies
Kite
Lunchbox

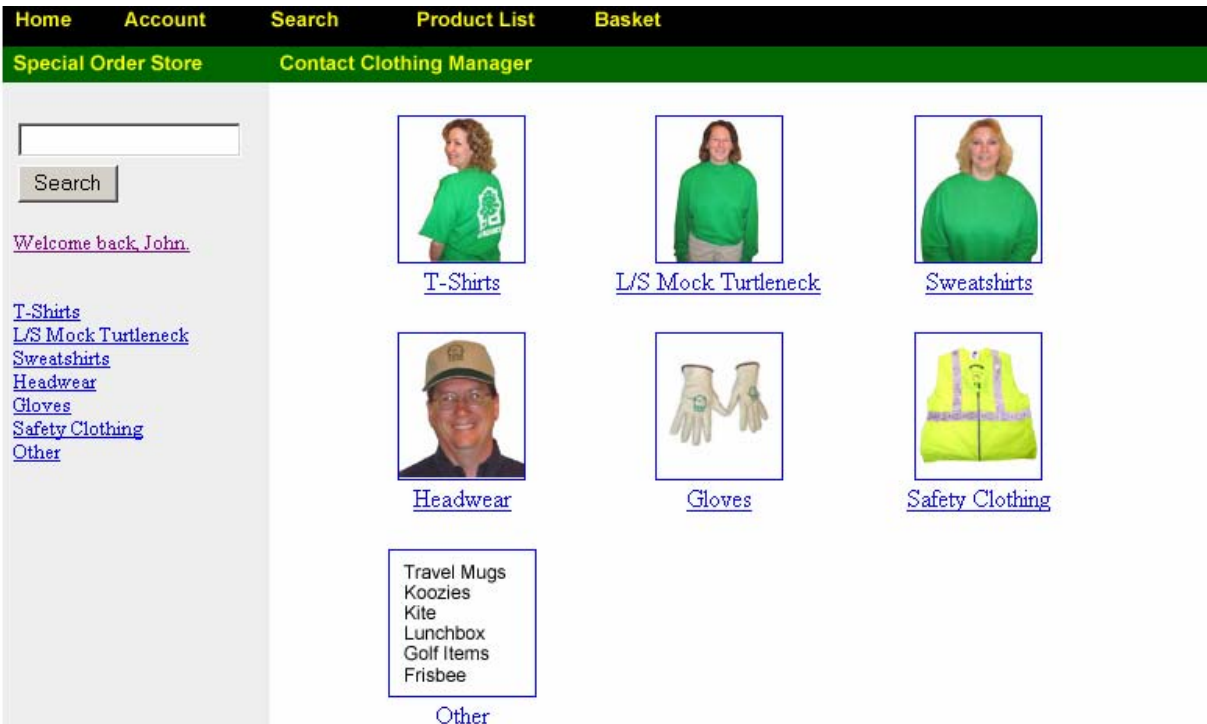
- Click on “Sign In.”



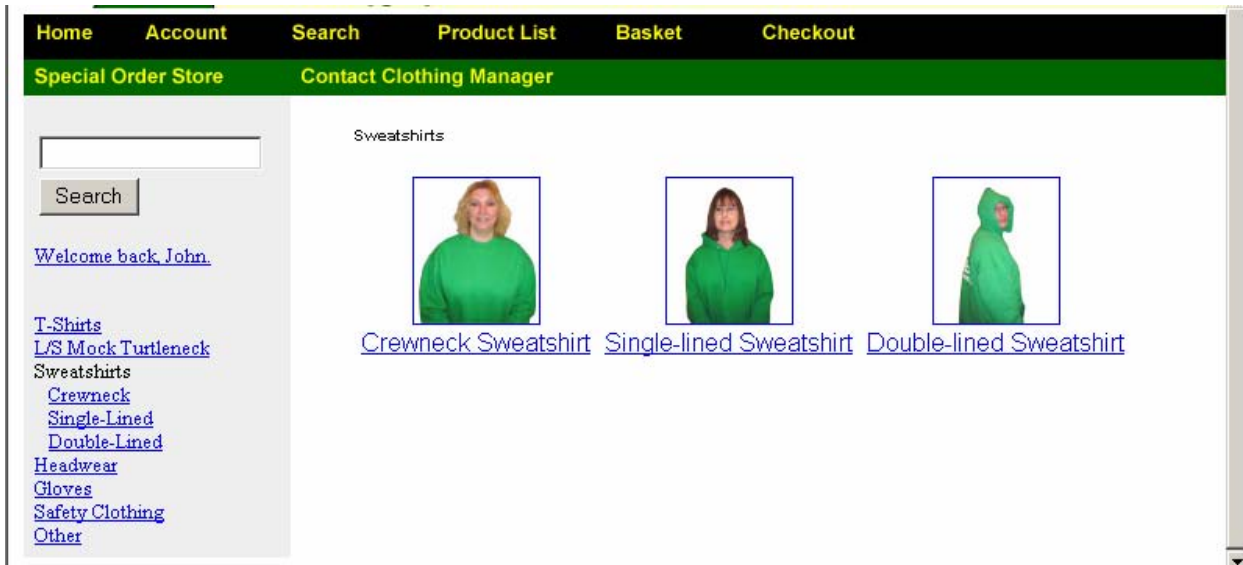
- If you already have a login account, fill in your Login name and password.
- Click on “Login.”
- If you do not already have a login account, click on “Create New Account.”



- If you chose “Create a New Account”, this screen will next appear. Fill in your information.
- Click on “Save.”



- You will next be taken to the main order page. 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.



- For this example, the "Sweatshirts" were chosen. Then you have to choose what type of sweatshirt by clicking on the picture or on the left-hand links.


Home Account Search Product List Basket Checkout

Special Order Store Contact Clothing Manager

Search

Welcome back, John.

[T-Shirts](#)
[L/S Mock Turtleneck](#)
[Sweatshirts](#)
[Crewneck](#)
[Single-Lined](#)
[Double-Lined](#)
[Headwear](#)
[Gloves](#)
[Safety Clothing](#)
[Other](#)



Code	Name	Price	
WTS203M	Medium Double-lined Pullover Sweatshirt	\$43.25	Add To Basket
WTS203L	Large Double-lined Pullover Sweatshirt	\$43.25	Add To Basket
WTS203XL	XL Double-lined Pullover Sweatshirt	\$43.25	Add To Basket
WTS2032XL	2XL Double-lined Pullover Sweatshirt	\$47.50	Add To Basket
WTS2033XL	3XL Double-lined Pullover Sweatshirt	\$51.75	Add To Basket

- The “Double-Lined Sweatshirt” was chosen. Next click on the blue underlined link under the “Code” header. For this example, we will choose “WTS203M.”

Home Account Search Product List Basket Checkout


Special Order Store Contact Clothing Manager

Search

Welcome back, John.

[T-Shirts](#)
[L/S Mock Turtleneck](#)
[Sweatshirts](#)
[Crewneck](#)
[Single-Lined](#)
[Double-Lined](#)
[Headwear](#)
[Gloves](#)
[Safety Clothing](#)
[Other](#)

Medium Double-lined Pullover Sweatshirt



Quantity in Basket:none
Code: WTS203M
Price:\$43.25

Please Note: 'Medium Double-lined Pullover Sweatshirt' is currently low i stock. Please be aware that there may be a delay in shipping.

Quantity: Add to Order

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


Home Account Search Product List Basket Checkout

Special Order Store Contact Clothing Manager

Search

[Welcome back, John.](#)

[T-Shirts](#)
[L/S Mock Turtleneck](#)
[Sweatshirts](#)
[Crewneck](#)
[Single-Lined](#)
[Double-Lined](#)
[Headwear](#)
[Gloves](#)
[Safety Clothing](#)
[Other](#)



Code	Name	Price	
WTS203M	Medium Double-lined Pullover Sweatshirt	\$43.25	Add To Basket
WTS203L	Large Double-lined Pullover Sweatshirt	\$43.25	Add To Basket
WTS203XL	XL Double-lined Pullover Sweatshirt	\$43.25	Add To Basket
WTS2032XL	2XL Double-lined Pullover Sweatshirt	\$47.50	Add To Basket
WTS2033XL	3XL Double-lined Pullover Sweatshirt	\$51.75	Add To Basket

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

Home Account Search Product List Basket Checkout

Special Order Store Contact Clothing Manager

Search

[Welcome back, John.](#)

[T-Shirts](#)
[L/S Mock Turtleneck](#)
[Sweatshirts](#)
[Headwear](#)
[Gloves](#)
[Safety Clothing](#)
[Other](#)

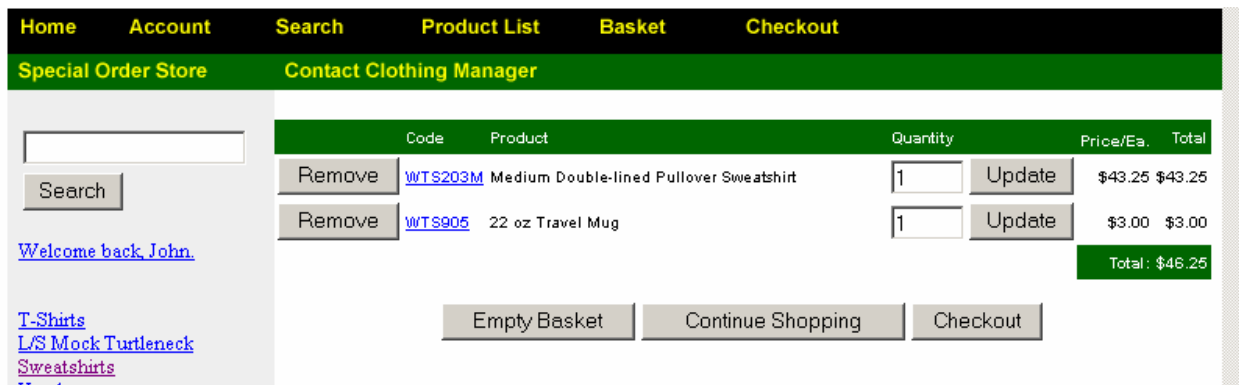
Code	Product	Quantity	Price/Ea.	Total
Remove	WTS203M Medium Double-lined Pullover Sweatshirt	<input type="text" value="1"/>	\$43.25	\$43.25
			Total: \$43.25	

[Empty Basket](#) [Continue Shopping](#) [Checkout](#)

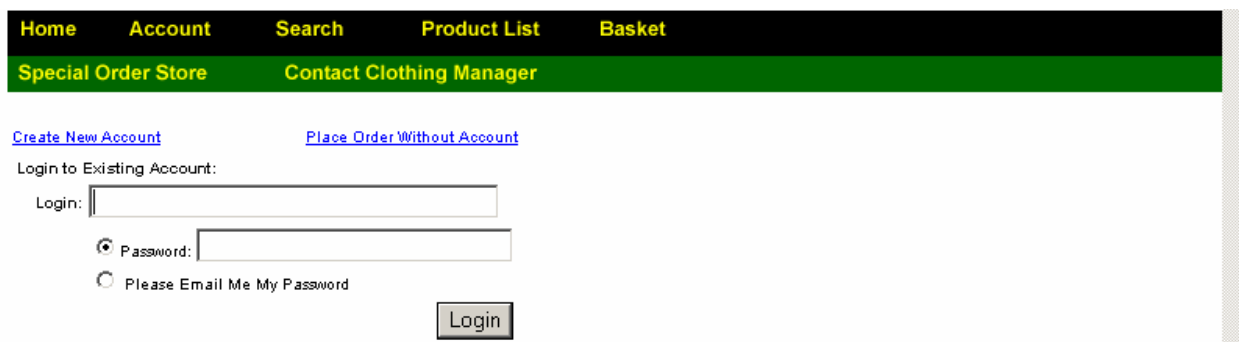
- This is your “Basket” or shopping cart screen.
- You may remove an item by clicking on “Remove.”
- You may change your quantity amounts, but after a change you must click on “Update.”
- If you want to order more than this item, you may click on “Continue Shopping” which will take you to the previous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



- For our example, we clicked on “Other” to bring up the non-clothing items.
- We clicked to add a travel mug 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, or didn't login at the start, this screen will appear and you will need to login in.
- 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
WTS203M	Medium Double-lined Pullover Sweatshirt	1	\$43.25	\$43.25
WTS905	22 oz Travel Mug	1	\$3.00	\$3.00
				Total: \$46.25

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

Continue

- The next screen is your shipping information. Whatever you filled in at your initial login registration will appear here.
- If you would like the order to be shipped to a different address, you may put in a new address here.
- If you leave the “Update Customer Record With This Information” box checked, whatever information you change on this screen, will be changed for your permanent login record.
- Click on “Continue” once 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	Product	Quantity	Price/Ea.	Total
WTS203M	Medium Double-lined Pullover Sweatshirt	1	\$43.25	\$43.25
WTS905	22 oz Travel Mug	1	\$3.00	\$3.00
				Total: \$46.25

Shipping will be added to your order later.

Pay With: <Select One>

Continue

- At the next screen, you will have to choose how the order will be paid for.

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
WTS203M	Medium Double-lined Pullover Sweatshirt	1	\$43.25	\$43.25
WTS905	22 oz Travel Mug	1	\$3.00	\$3.00
				Total: \$46.25

Shipping

Pay With: Payroll Deduction (CREW must use unless given prior approval)

Continue

- If you are a crewperson, you MUST CHOOSE "Payroll Deduction."
- Your order total plus shipping will be deducted weekly from your paycheck.
- 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
WTS203M	Medium Double-lined Pullover Sweatshirt	1	\$43.25	\$43.25
WTS905	22 oz Travel Mug	1	\$3.00	\$3.00

Total: \$46.25

Bold=Required

Italic=Optional

Payment Information:

**Payroll Deduction (CREW must use unless given prior approval)

Employee #, if known:

Continue

- If you know your employee number (located on your paycheck) entering it will expedite your order. If you do not know your employee number, leave the field blank.
- Click on "Continue."

Invoice

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

Order #1183

Date: 02/28/2008 11:28:53 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:

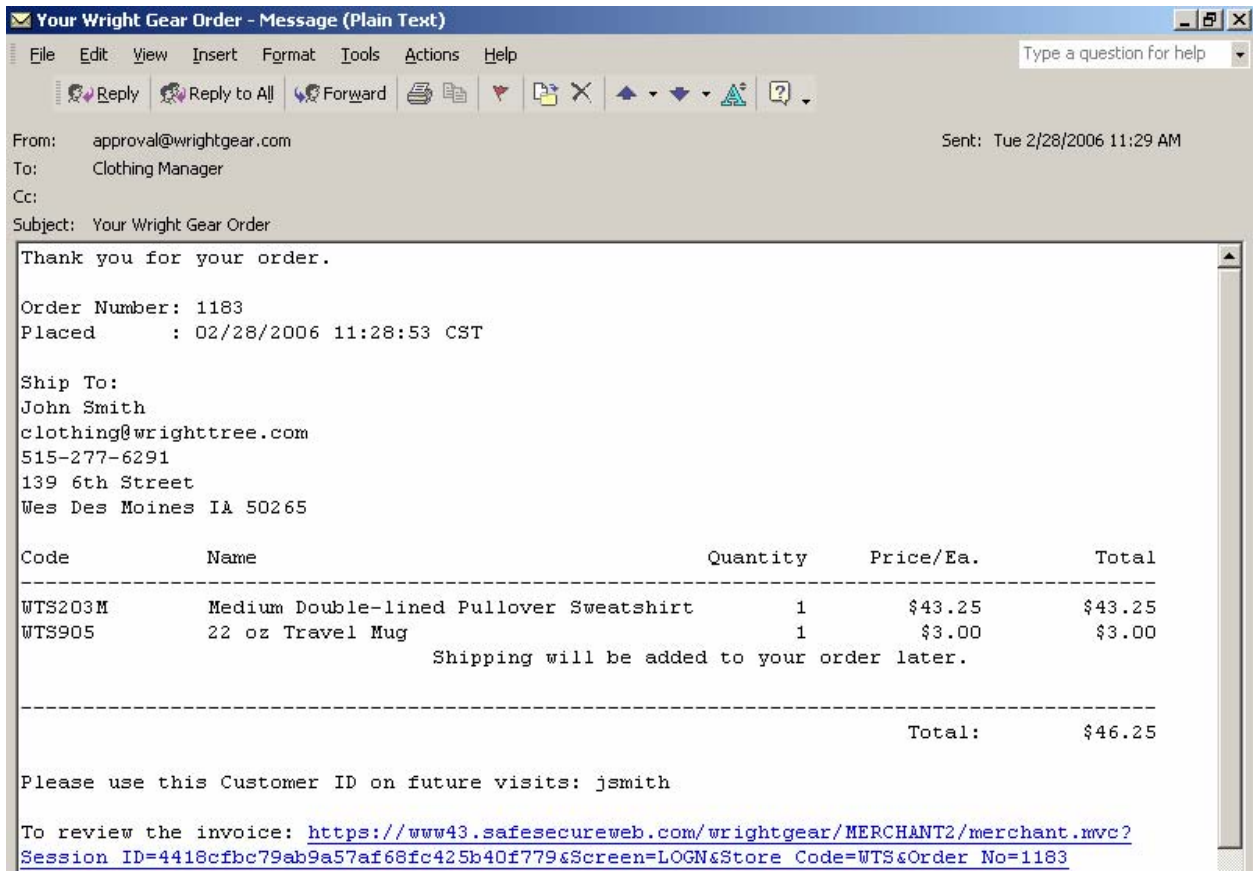
Name: John Smith
Email Address: clothing@wrighttree.com
Phone Number: 515-277-6291
Address: 139 6th Street
Wes Des Moines,
IA 50265
US

Code	Product	Quantity	Price/Ea.	Total
WTS203M	Medium Double-lined Pullover Sweatshirt	1	\$43.25	\$43.25
WTS905	22 oz Travel Mug	1	\$3.00	\$3.00

Shipping will be added to your order later.

Total: \$46.25

- This is your order 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 accuracies.

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

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