



Employee Name: _____

Employee Number: _____

PO #: _____ Inventory: _____
(yes or no)

Authorization for Voluntary Payroll Deduction for Uniforms

Down to Earth strives to display a professional image. Employees are expected to come into work wearing work issued uniforms and must be neat and clean without major damage. Failure to wear the required uniform will result in a warning for the first offense and the employee being sent home without pay; after the second offence you will be subject to termination.

- Employees are responsible for 100% of the uniform costs. Deduction will be in the form of a one-time \$60 payment from your payroll check. (field employees)
- Employees may wear pants of the employees' choice as long as they are a solid color such as khaki, tan, green or blue - **no denim**. Pants should not have any holes or rips and they must fit properly.
- Leather boots with a safety toe must be supplied and worn by the employee.
- Employees are responsible for 100% of the costs of jackets, beanies, hats or other attire ordered on their behalf.
 - For purchases \$59.99 or less the employee would receive a one-time payroll deduction, equivalent to the balance owed.
 - For purchases of \$60.00 or more the employee would receive a minimum of \$60 per week payroll deduction, until the balance has been paid in full.

I acknowledge that I have read and understand this material. I also acknowledge that I have asked for and received an explanation of anything I did not understand.

I hereby authorize Down to Earth to deduct a payment in the amount of \$ 60.00 for _____ week(s) or until the balance is paid in full.

Signature: _____

Date: _____ Total amount due to DTE: \$ _____

OFFICE USE ONLY: At the top of the form, indicate if item(s) were pulled from your Branch inventory. If item(s) were purchased, please provide PO#.

Please add any additional details below, that may be helpful for the Payroll Team.

Item requested: _____ Qty: _____ Size: _____ Amount: _____

Item requested: _____ Qty: _____ Size: _____ Amount: _____

Item requested: _____ Qty: _____ Size: _____ Amount: _____