## TRC



## HOW TO SIGN IN A PLACE AN ORDER

## Please note: each applicable garment will have an embroidered logo applied automatically!

## Steps to complete your order:

- 1. Sign In by first selecting the Sign In link [A] on your home page.
- 2. Enter your username and password [A]. (If you forgot your username or password, select the correct link [B] and enter your email address.)





3. Once you select your specific restaurant's account number from the drop-down menu on the next page, select the View All Items [A] find the garment you're looking to purchase or type in the specific style number for the garment by using the search box [B].



4. After selecting the garment you want to purchase, go ahead and select the color [A] and size [B] as shown below. Remember that your logo will be automatically applied [C] for all applicable garments. To proceed with your order, select ADD TO CART [D].

	# K500 Port Authority® Silk Touch \$14.98 - \$37.98 An enduring favorile, our comfortable classic polo is anyth With superior winnike and shrink resistance, a silky soft hat incredible range of styles, size and colors, its a first-tate uniforming just about any group.	ITM Polo		CANVAS	Silk Touc able classic polo is i resistance, a silky so and colors, it's a first-	
SELECT A COLOR	COLOR A SEEEGUANTITY Navy XS: S: M LT: XL: XL3 2xL7: 3xL 2xL7: 3xL 2xL7: 3xL 3xL 4 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	L: 1 22L: 23. 24. 25. 20. 21. 21. 21. 22. 21. 22. 21. 22. 21. 22. 23. 24. 24. 24. 24. 24. 24. 24. 24	SELECTA COLOR	D	SZEQUANTIYY XS: S: LT: XL: 2017: 33L: + ADD TO CART	M L 1 AT 24: 3017 44: CUSTOMIZE
	+ PRODUCT DETAILS + COMPANION			+ PRODUCT DETAILS + COMPANION		

- 5. Once you enter the SHOPPING CART by selecting the cart icon in the upper right hand side of the screen [A], you may edit your order, save the order and/or begin the ordering process by selecting the CHECKOUT button [B].
- 6. On the CHECKOUT page, you will only need to fill out the SHIP TO information [A] and then select CONTINUE [B].

Hello Andy Mattila (AmeriPride) Customer #: 120001512 Change							
Checkout	Billing & Shipping > Payment >	Confirmation					
BILLING INFORMATION		SHIP TO A					
* Required First Name Last Name		<ul> <li>Enter New Ship To</li> <li>Same as Billing Info</li> </ul>	Address				
Company or C/O Address 1	CANVAS CATALOG ACCT 4705 S APOPKA VINELAND RD	Create New - Select S	laved Address 👻				
Address 2	SUITE 210	FirstName *	Andy				
City	ORLANDO	Last Name *	Mattila (AmeriPride)				
Country	UNITED STATES	Company or C/O *					
State	FLORIDA ·	Altention					
21p Code	32619-3150	Address 1 *					
Phone Number		Address 2					
		City *					
		Country *	Select a Country				
		State *	Select a State/Province •				
		Zip Code *					
		Phone Number					
			CONTINUE				

7. The final CHECKOUT page (see right) is your final step to placing the order. Be sure to select the shipping method [A] and payment method [B] before you PLACE ORDER [C].

For any additional help, feel free to contact us!

Shopp	ing Cart							
low does you rder for anot	ur order look so far? Y her time.	bu can update quantities t	lor non-customized	items in	the cart directly b	below, continue sh	topping, proceed to che	ckout or save you
1 items							SUMMARY	
	Item Description		P	rice C	uantity	Total	Subtotal	\$18.48
	Port Authority® Silk K500NVYL	Touch <sup>na</sup> Polo - Navy - L	\$14	1.98	EA	\$18.48 🗙	B CHECK SAVE O	Kout Rder
	DECORATED ITEMS - TOTAL: \$3.50							
	KS00NVYL [COLLAPSI]					Edit		
	Total Qty: 1	E Logo			Price:	\$3.50		
		Location: LUF	Logo Code: 15	1228065	6A Type:	LGE 🗸		
CONTINUE	E SHOPPING							
Check	out	Billing & Shipping	> Payment > (	Confirma	tion			
teview your o	order and select a pref	erred shipping method. If y	rou have a promotio	nal code	enter it below.			
		,						
TEMS								EDIT CART
	Item Description	1			Price	Decorations	Quantity	Total
	Port Authority® K500NVYL	Silk Touch™ Polo - Nav	y - L		\$14.98	\$3.50	1 EA	\$18.48
SHIPPING	метнор 🛛	A		E	BILLING INF	ORMATION		
METHOD	гнор •			0	ANVAS CATAL	OG ACCT		
Standard	Randard •			4	705 S APOPKA V UITE 210	VINELAND RD		
Add Order Notes optional:			c U					
				SHIPPING INFORMATION				EDIT
HAVE A PROMOTION CODE? Promotion Code: APPLY				Andy Mattila (AmeriPride) CANVIS CATALOS ACCT 4705 SApopla Vnetana Rd Ste 210 Ortando, FL 32819-3150 US				
PAYMENT	в			C		IMARY		
	ot Order 🗆 0				Subtotal			\$18.48
Tax Exem					Tay			64.00
Tax Exemp Payment Met	thod Sei	ect Payment Method	۲		TOA .			\$1.20
Tax Exemp ayment Met	thod Sei	ect Payment Method	•		Shipping & H	andling		\$1.20
Tax Exemp Payment Met	thod	ect Payment Method			Shipping & H	andling	_	\$1.20 \$7.99 <b>\$27.67</b>