



Process for Ordering Company Shirts A Guide for Employees

Our goal is to "WOW" every single customer by exceeding their expectations so that we become their first choice. This includes creating a great first impression with our appearance. It is imperative that each Team Member arrive to work dressed appropriately and look professional for the job they are performing.

Here is the process:

1. Go to www.gerbercollision.com/gerbergear; click the link to go to the Gerber eStore uniform website at Staples.
2. First time users create a new customer login. Enter your information, including the address for shipping. You will be asked to enter your Employee ID. This is your six digit employee file number in the payroll system and is REQUIRED before you may proceed.
3. Select the work-appropriate shirt style, size, and quantity. Office staff may choose polo or button up. Production staff may order t-shirts.
4. Shirts are shipped UPS and delivered within 3-7 business days to the address entered.

New Hires: New hires will be entered into the Staples system every week. New employees are encouraged to order 5 shirts at the start of their employment and then up to an additional 5 over the next 12 months.

Existing Employees: On the first of the month following their hire anniversary, employees will be provided their full uniform budget to order shirts over the next 12 months.

Once employees have used their annual allowance, users have the option to purchase additional shirts at their own expense.

Need Assistance?

- Employees may use company computers to order clothing and/or ask their General Manager for assistance.
- If you are online and need help with the website or forgot your username, please call Staples Customer Service at 800-793-9853 or email gerbercollision@staples.com.
- Have additional questions or concerns? A Human Resource associate is a phone call away. Call the Boyd Care Line at 855-471-4372, option 2, 8am to 5pm EST, Monday through Friday.