

# Retail Services Uniform Agreement

Employee Name: \_\_\_\_\_

As an employee of Georgia Southern University Retail Services, you have been issued a set of work uniforms. Any damaged items will be replaced as needed.

- **You are responsible for the laundry and ensuring that uniform is cleaned after each use.**
- Any excessive damage beyond normal wear and tear will be your responsibility to replace uniform,
- ***Upon request or termination you must return all garments,***
- **There will be a replacement fee for all garments not returned,**
- Criminal sanctions will be pursued for any items not returned or paid for along with any additional fees incurred.
- **All uniform items must be returned within 7 days from last day worked to be eligible for rehire.**

Initial after reading \_\_\_\_\_

Description of Uniform Item	Size	Qty	Color	Date Issued	Uniform Clerk Initials	Replacement Cost Per Item	Date Uniform item Returned	Uniform Clerk Initials	Employee Initials	Surplus (Check)	Restock (Check)

**By signing this agreement, I understand and agree to the terms stated above.**

\_\_\_\_\_  
Employee Signature Date

\_\_\_\_\_  
Signature of Direct Supervisor or Manager