



## Launching A Uniform Program At Your Company: The Ultimate Checklist



# 3 Steps to Better Checklists

## Step 1: Decision Phase

- ☐ Gather all the key decision-makers. If you're unsure, we can help identify these key stakeholders.
- ☐ Decide on what apparel you want in your online store.
  - ☐ Shirts
  - ☐ Polos
  - ☐ Pants
  - ☐ Outwear
  - ☐ Coveralls
  - ☐ Accessories: Hats, Belts, Socks

## Step 2: Account Setup Phase

- ☐ Identify what company logo you will use on the apparel.
- ☐ Provide logo to Model Apparel, so we can digitize the logo.
- ☐ Decide who at the company, will be the high-level admin of your private uniform store.
- ☐ Compile all employee names and email addresses, for those who will need to log-in and order.
- ☐ Setup meeting with your Model Apparel account rep, to determine your account details. (Shipping terms, budget, employee spend allowance, billing terms.)

## Step 3: Launch Phase

- ☐ Schedule training with the Model Apparel program manager and your site admin.
- ☐ Let the ordering begin!

# Uniform Ordering Process Demo

Model Apparel Demo Video from  
Model Apparel on Vimeo.

Our demo video explains how simple  
it is, for your employees to log-in and  
order their company uniforms and  
apparel. Want to learn more

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