

**EFFECTIVE 3/21/23**

1. **ALL** employee retail purchases are now **15% OFF effective immediately.** (Including ALL SUITS.)
2. Employee sales must be keyed in at **15% OFF** and done as a **Regular Sale.** (Be sure to include your name on Wintux order.)
3. Tuxedo Junction will not profit from your purchase.
4. Once the items you purchase at **15% OFF** are paid in full- you will be reimbursed by check by sending in the **Reimbursement Form attached.**
5. Reimbursement checks will be sent to you within 30 days.
6. Reimbursement is determined by warehouse cost to Tuxedo Junction and possible delivery charges.
7. Items purchased under **\$40 ARE NOT REIMBURSED.**

**TUXEDO JUNCTION****SUIT WAREHOUSE****EMPLOYEE RETAIL DISCOUNT****REIMBURSEMENT FORM**

updated 03/21/2023

**ITEMS PURCHASED UNDER \$40.00 ARE NOT REIMBURSED.**

Today's Date \_\_\_\_\_ Store \_\_\_\_\_

Employee Name \_\_\_\_\_ Employee# \_\_\_\_\_

Home Address \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Retail items sold **TO YOU** are listed below. Cannot be used on special order or Buy & Borrow items

All Items must be paid in full. Date Items paid \_\_\_\_\_

Style #	Description & SKU#	Size	Trans#	Regular Price	15% off Employee Price

**REIMBURSMENT CONDITIONS:**

- Reimbursement will be 40%-45% of **subtotal** once approved.
- Special Orders may have shipping deducted.
- Once approved, a check will be mailed to you within 30 days.
- Be sure your name is on order.
- All **Employee** Retail Items must be keyed in by **Manager!**
- All **Manager** Retail items must be keyed in by **Sales Manager or Joe T!**
- Retail item must be for **EMPLOYEES ONLY.**
- **SKU# and Transaction#** must be in the notes section of the Sales Order for Sarno and placed on store pegboard.

Keep a copy of this completed form on file **at the store.**

**FOR OFFICE USE ONLY**

DATE RECEIVED \_\_\_\_\_ APPROVED BY \_\_\_\_\_

AMOUNT OF REIMBURSEMENT \$ \_\_\_\_\_ DATE CHECK SENT \_\_\_\_\_