



KIGR Safety Shoe Order Form: **EMPLOYEE PAID**

Safety is important to KIGR. Appropriate shoe wear for the working conditions helps with creating safe working conditions. At our discretion, KIGR may opt to purchase shoes for specific employee populations. The department reserves the right to limit the style, color, and cost for shoes.

Employee should complete the form and submit to Human Resources for processing. Human Resources submits safety shoe orders on Friday of each week. Human Resources will advise if any items are back-ordered or not available.

PLEASE PRINT LEGIBLY

EMPLOYEE TO COMPLETE

Date	
Employee Name	
Department	

PLEASE VISIT www.ShoesForCrews.com TO CONFIRM MOST UP TO DATE OPTIONS FOR SIZE, WIDTH, COLOR, PRICE. Printed catalogs are also available but may not have the most up to date options.

Price listed on website or in catalogs does not include shipping costs and tax.
Returned shoes will result in a \$6.95 fee plus any applicable shipping expense.

SIZE	WIDTH	MALE (M) or FEMALE (F)	STYLE NAME	STYLE NUMBER	COLOR	PRICE
		M _____ F _____				

By signing below I authorize Human Resources to order the shoes listed above.

- I understand that I am responsible for the total cost of the shoes including shipping and tax.
- I understand that Shoes For Crews allows shoes to be returned up to 60 days from the order date.
- I understand that if I return the shoes, I will be responsible for a \$6.95 restocking fee plus any shipping expenses.
- I understand that if I exchange the shoes, I will be responsible for the difference in costs and any applicable shipping and taxes.
- I understand that payment for the shoes will be taken from my paycheck. If my employment ends and owe money for safety shoes, all outstanding amounts will be taken from my final paycheck.

Employee Signature	
Date	

HUMAN RESOURCES TO COMPLETE

Date Form Received		NOTES	
Date Ordered			
Order Placed By			
Invoice Number			
Date Shoes Received			
Date Shoes Picked Up			
Total Amount Per Invoice			