
UNIFORM DISTRIBUTION POLICY

PAQ, Inc. provides uniform shirts to employees upon new hire, advancement to a management position and annually for work anniversaries for employees, managers and directors.

Included in this policy is the description of the amount and styles of apparel which can be ordered for each type of work service event (see below in the Distribution Category section).

Store backstock and individual orders will be ordered once a month. All orders will be sent to Tina Rodriguez by the last day of each month. Orders not received by the last day of the month will be added to the next month's order.

Backstock and Individual Orders Due the Last Day of Each Month

Annual anniversary shirts will be ordered in February, June, August and November every year. Tina Rodriguez will send out a list of eligible employees to each Store Director or Manager along with order forms by the first day of the month the order is due. The schedule of anniversary shirt orders will be as follows with all orders to be sent to Tina Rodriguez:

Anniversary

Order Due Date

February 28

June 30

August 31

November 30

Months Included In Order

November, December, January

February, March, April

May, June, July

August, September, October

All orders for shirts and company apparel will be sent to Tina Rodriguez for processing. Orders will no longer be sent to the vendor directly.

Please contact the HR Coordinator, Tina Rodriguez if you have questions.

DISTRIBUTION CATEGORIES:

Non – Exempt Store Operation Employees

(including Truck Driver, Bookkeepers, Maintenance, Leads)

New Hire Orientation:

After 90 Days Of Employment:

Annual Anniversary:

2 Polo Style Shirts – Heather Grey, Black

1 Polo Style Shirts – Heather Grey, Black (from store inventory)

3 Polo Style Shirts – Heather Grey, Black, Burgundy, Teal, Royal Blue



Store Operation Managers

(Meat, Produce, Combo, Grocery, Night Crew, Head Front End)

New Hire Orientation:	3 Polo Style Shirts from Manager's selection
Upon Promotion:	3 Polo Style Shirts from Manager's selection
Transferred to Different Store Brand:	5 Polo Style Shirts from Manager's selection
Annual Anniversary:	3 Polo Style Shirts from Manager's selection

Store Directors/District Managers

New Hire Orientation:	5 Polo or Camp Style Shirts from Director's selection
Upon Promotion:	5 Polo or Camp Style Shirts from Director's selection
Transferred to Different Store Brand:	5 Polo or Camp Style Shirts from Director's selection
Annual Anniversary:	5 Polo or Camp Style Shirts from Director's selection

Warehouse Team

New Hire Orientation or Transfer:	4 Neon Yellow Performance T Shirts
Annual Anniversary:	4 Neon Yellow Performance T Shirts

Executive Team

New Hire Orientation:	3 Polo Style Shirts from any selection from Port Authority
Upon Promotion:	3 Polo Style Shirts from any selection from Port Authority
Annually upon request:	3 Polo Style Shirts from any selection from Port Authority

Retail Support Directors

New Hire Orientation:	3 Polo Style Shirts from Director's selection
Upon Promotion:	3 Polo Style Shirts from Director's selection
Annual Anniversary:	3 Polo Style Shirts from Director's selection

Retail Support Managers

New Hire Orientation:	3 Polo Style Shirts from Manager's selection
Upon Promotion:	3 Polo Style Shirts from Manager's selection
Annual Anniversary:	3 Polo Style Shirts from Manager's selection

When ordering uniforms, please use the appropriate order form. Samples of the forms are provided within this policy along with photos of shirts available for each category.

Please contact the HR Coordinator, Tina Rodriguez if you have questions.



**RANCHO
SAN MIGUEL**
100% EMPLOYEE OWNED MARKETS.

Monthly BACKSTOCK & INDIVIDUAL SHIRT/HAT Order
(Not Including Anniversary)

SHIRT and HAT ORDER FORM

STORE NAME:				PHONE#				
DATE :				CONTACT				
CIRCLE:	☐ RANCHO	☐ FOOD 4 LESS						

	MENS SHIRTS							
	BLACK	BLACK	CHARCOAL	TEAL	ROYAL BLUE		BURGUNDY	
	S-S	L-S	S-S	S-S	S-S	L-S	S-S	L-S
X-S								
S								
M								
L								
X-L								
2-X								
3-X								
4-X								
5-x								
TOTAL	0	0	0	0	0	0	0	0

	LADIES SHIRTS							
	BLACK	BLACK	CHARCOAL	TEAL	ROYAL BLUE		BURGUNDY	
	S-S	L-S	S-S	S-S	S-S	L-S	S-S	L-S
X-S								
S								
M								
L								
X-L								
2-X								
3-X								
TOTAL	0	0	0	0	0	0	0	0

	HATS			
	Food 4 Less		Rancho San Miguel	
	Baseball Style	Beanie Style	Baseball Style	Beanie Style
Black				
Grey				

Hats 24 in a Case Beanies 12 in a Sleeve



**RANCHO
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Monthly BACKSTOCK & INDIVIDUAL JACKET/SWEATSHIRT Order
(Not Including Anniversary)

STORE NAME:				PHONE#					
DATE :				CONTACT					
	Sideline Jacket Button	Full-Zip Wind Jacket	Competitor Jacket	V-Neck Raglan Wind Shirt	Black Pull Over Sweatshirt	Gray Pull Over Sweatshirt	Zip Hoodie	Pull Over Hoodie	
	JST71	JST70	JP54	JST72	P160	P160	PC902H	PC90H	
	\$26.25	\$26.25	\$33.99	\$22.75	\$14.55	\$14.55	\$25.45	\$23.55	
X-S					Does not come in X-S				
S									
M									
L									
X-L									
2-X									
3-X									
4-X									
TOTAL	0	0	0	0	0	0	0	0	0
	From 2x-5x add more to the price				F4L & Rancho				
	Food 4 Less		Rancho		Sweat shirts				
	2x \$1.25	2x \$2.25			2x \$15.30				
	3x \$4.00	3x \$3.25			3x \$18.55				
	4x \$5.00	4x \$4.25			3x \$19.56				



**RANCHO
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DIRECTORS

ANNIVERSARY - Shirt Order Form

Orders Placed Every February, June, August and November

Name: _____ Position: _____

Store Name: _____ Date: _____ Circle: F4L or Rancho

Please choose your shirts you would like from the catalog.

STYLE	SIZE	COLOR
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____

Before ordering your shirts make sure they are the right size.

**** Note***** - Shirts may be substituted if the color is not available.

Please email completed Form to Trodriguez@paqinc.com

DIRECTOR SHIRT SELECTIONS

STAIN-FIGHTING CAMP SHIRTS



**RESISTS STAINS RELEASES STAINS
WRINKLE-FREE**

**STAIN
RESIST** **STAIN
RELEASE**

PORT AUTHORITY® TEXTURED CAMP SHIRTS

Lightweight and breathable, this modern take on the conventional camp shirt is designed for restaurants, resorts, spas and more. With a subtle dobby texture, this streamlined style becomes softer wash after wash. Plus, it performs by resisting and releasing stains and maintaining a wrinkle-free appearance that lasts long beyond your shift.

- 3.2-ounce, 80/40 cotton/poly yarn-dyed dobby
- Camp-style collar
- Faux horn buttons
- Turned-up sleeve cuff hems
- Side vents

TEXTURED CAMP SHIRT \$662 \$31.98

- Left chest pocket with bias detail
- ADULT SIZES: XS-4XL

LADIES TEXTURED CAMP SHIRT L662 \$31.98

- Open collar and neckline with bias detail
 - Bust darts
 - Inverted back pleat
- LADIES SIZES: XS-4XL



DIRECTOR SHIRT SELECTIONS



**STAIN
RELEASE**

PORT AUTHORITY® EASY CARE CAMP SHIRT

\$535 \$33.98

This classic camp shirt is perfect for upscale service environments. Made from no-
fuss fabric, it has a stain-release finish that helps keep you clean and stain-free.

- 5.75-ounce, 75/25 polyrayon with stain-release finish
- Camp-style collar
- Faux coconut shell buttons
- Left chest pocket
- Side vents

ADULT SIZES: XS-4XL



DIRECTOR SHIRT SELECTIONS

PORT AUTHORITY.



PORT AUTHORITY® DRY ZONE® OTTOMAN POLOS

Colorfast and snag-resistant, these durable shirts feature Dry Zone moisture-wicking technology to perform at any corporate event.

- 5.3-ounce, 100% polyester
- Flat knit collar
- Dyed-to-match buttons
- Open hem sleeves with rib knit inset
- Side vents

DRY ZONE® OTTOMAN POLOS

K525 \$23.98

- 2-button placket
- Raglan sleeves

ADULT SIZES: XS-4XL

TALL SIZES LT-4XLT (TLK525) \$25.98

LADIES DRY ZONE® OTTOMAN POLO

L525 \$23.98

- 4-button elongated placket

LADIES SIZES: XS-4XL



DIRECTOR SHIRT SELECTIONS

Sport-Tek

DRI-MESH PRO POLOS

T474/L474



BLACK



WHITE



STEEL



NAVY



ROYAL



CAROLINA BLUE



PINK
RASPBERRY
(L474 ONLY)



SANDSTONE
(T474 ONLY)



DARK GREEN



GOLD
(T474 ONLY)



ENGINE RED



MAROON

SPORT-TEK® DRI-MESH® PRO POLOS

Ventilation panels combine with our ultra-dry mesh technology to create our coolest, most breathable polo. Stretch gussets add extra mobility.

- 3.9-ounce, 100% polyester mini pique on body, 96/4 poly/spandex stretch mesh insets
- Flat knit collar
- Taped neck
- Dyed-to-match buttons
- Raglan, open hem sleeves

DRI-MESH® PRO POLO

T474 \$25.98

- Stretch mesh insets at locker patch, shoulders, sleeves and side panels
- 3-button placket

ADULT SIZES: XS-4XL

LADIES DRI-MESH® PRO POLO

L474 \$25.98

- Gently contoured silhouette
- Stretch mesh insets at shoulders, sleeves and back
- 3-button placket

LADIES SIZES: XS-4XL

TAG FREE



L474
CENTER BACK
VENTILATION
DESIGNED
LADIES ONLY

DIRECTOR SHIRT SELECTIONS



PORT AUTHORITY® TECH EMBOSSED POLOS

The traditional argyle—with a modern twist. Variegated diamonds are subtly embossed on the front of this solid, moisture-wicking polo to provide eye-catching pattern and contrast. This upscale option is perfect for tone-on-tone embellishment.

- 6.5-ounce, 100% polyester
- Open hem sleeves
- Double-needle sleeves and hem
- Side vents

TECH EMBOSSED POLO

K548 \$26.99
 • 3-button placket with dyed-to-match buttons
 • Flat knit collar
 ADULT SIZES: XS-4XL

LADIES TECH EMBOSSED POLO

L548 \$26.99
 • Self-fabric V-neck Johnny collar
 • Back yoke detail
 LADIES SIZES: XS-4XL



PORT AUTHORITY® POLY-CHARCOAL BLEND PIQUE POLOS

Exceptionally breathable and comfortable, these polos have a UPF rating of 50 to resist UV rays and they wick moisture so you stay dry and confident all day long.

- 4.1-ounce, 100% polyester
- UPF rating of 50
- Double-needle stitching throughout
- Flat knit collar
- 3-button placket
- Dyed-to-match buttons
- Open hem sleeves
- Side vents

POLY-CHARCOAL BLEND PIQUE POLO

K497 \$29.99

ADULT SIZES: XS-4XL

LADIES POLY-CHARCOAL BLEND PIQUE POLO

L497 \$29.99

LADIES SIZES: XS-4XL



Due to the nature of 100% polyester performance fabrics, special care must be taken throughout the p





**RANCHO
SAN MIGUEL**
100% EMPLOYEE OWNED MARKETS.

MANAGERS

ANNIVERSARY - Shirt Order Form

Orders Placed Every February, June, August and November

Name: _____ Position: _____

Store Name: _____ Date: _____ Circle: F4L or Rancho

Please choose your shirts you would like from the catalog.

	STYLE	SIZE	COLOR
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

Before ordering your shirts make sure they are the right size.

**** Note***** - Shirts may be substituted if the color is not available.

Please email completed Form to Trodriguez@paqinc.com



TRANSFERRED MANAGERS

Shirt Order Form

(Transfer from RSM to F4L - or - F4L to RSM)

Name: _____ Position: _____

Store Name: _____ Date: _____ Transferred To: F4L or
Rancho (circle)

Please choose your shirts you would like from the catalog.

STYLE	SIZE	COLOR
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____

Before ordering your shirts make sure they are the right size.

**** Note***** - Shirts may be substituted if the color is not available.

Please email completed Form to Trodriguez@paqinc.com

MANAGER SHIRT SELECTIONS

PORT AUTHORITY.



**PORT AUTHORITY®
PERFORMANCE FINE
JACQUARD POLOS**

Lightweight and breathable, this shirt features a subtle jacquard texture. But the best part comes from what you can't see. Designed with moisture-wicking performance, this shirt will help keep you cool and dry.

- 4.1-ounce, 100% polyester
- Open hem sleeves

**PERFORMANCE FINE
JACQUARD POLO**

K528 \$21.98

- Flat knit collar
- 3-button placket with pearlized smoke tone buttons; white buttons on White

ADULT SIZES: XS-4XL

**LADIES PERFORMANCE FINE
JACQUARD POLO**

L528 \$21.98

- Self-fabric collar
- Y-neck placket

LADIES SIZES: XS-4XL

Due to the nature of 100% polyester performance fabrics, special care must be taken throughout the printing process.

Prices apply to sizes XS-XL and are subject to change. Please inquire for pricing on larger sizes.

4



MANAGER SHIRT SELECTIONS

SPORT-TEK

ST680 ADULT

BLACK WHITE IRON GREY FOREST GREEN TRUE RED MAROON TRUE NAVY TRUE ROYAL BLUE WAKE CAROLINA BLUE

Not available

MICRO-MESH POSICHARGE POLOS

4-20 UP
COLORS WITH
POSICHARGE

WATER-
RESISTANT

UV-
RESISTANT

ODOR-
RESISTANT

TAG-FREE

**SPORT-TEK® POSICHARGE®
MICRO-MESH POLOS**

- 4-ounce, 100% polyester double mesh with PosiCharge technology
- Partially made from recycled coffee grounds
- Contrast neck taping
- Dyed-to-match buttons
- Set-in, open hem sleeves
- Triple-needle sleeves and hem

**POSICHARGE® MICRO-MESH
POLO**

ST680 \$23.98

- Flat knit collar
- 3-button placket
- Triple-needle yoke and armholes
- Side vents

ADULT SIZES: XS-4XL

**LADIES POSICHARGE®
MICRO-MESH POLO**

LST680 \$23.98

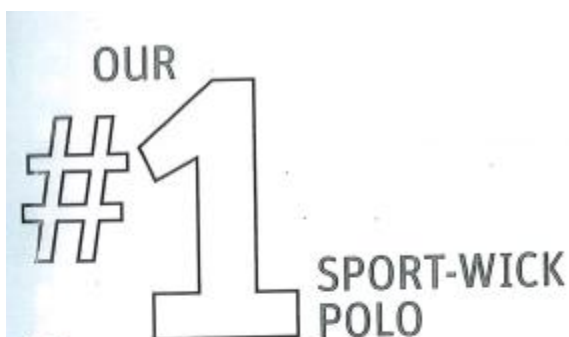
- Self-fabric collar
- 3-button Y-placket

LADIES SIZES: XS-4XL

LST680 LADIES

BLACK WHITE IRON GREY TRUE RED MAROON PINK RUSH TRUE NAVY TRUE ROYAL BLUE WAKE CAROLINA BLUE

MANAGER SHIRT SELECTIONS



**SPORT-TEK® MICROPIQUE
SPORT-WICK® POLOS**

- 3.8-ounce, 100% polyester tricot
- Taped neck
- Set-in, open hem sleeves
- Side vents

**MICROPIQUE
SPORT-WICK® POLOS**
ST650 \$21.98

- Flat knit collar
- 3-button placket with dyed-to-match rubber buttons
- Armhole accent

ADULT SIZES: XS-6XL

UP TO 6XL

TALL SIZES LT-4XLT

(TST650) \$23.98

**LADIES MICROPIQUE
SPORT-WICK® POLO**

LST650 \$21.98

- Self-fabric collar
- Open placket
- Armhole accent
- Curved back waist seam for flattering fit

LADIES SIZES: XS-4XL

**MICROPIQUE
SPORT-WICK®
POCKET POLO**

ST651 \$25.98

- Flat knit collar
- 3-button placket with dyed-to-match buttons

ADULT SIZES: XS-4XL

**LONG SLEEVE
MICROPIQUE
SPORT-WICK® POLO**

ST657 \$25.98

- Flat knit collar and cuffs
- 3-button placket with dyed-to-match buttons
- Set-in sleeves

ADULT SIZES: XS-4XL

Due to the nature of 100% polyester performance fabrics, special care must be taken throughout the printing process.



MANAGER SHIRT SELECTIONS

ST650 ADULT | TST650 TALL



BLACK WHITE IRON GREY GREY CONCRETE FOREST GREEN KELLY GREEN LIME SHOCK (ST650 ONLY) GOLD (ST650 ONLY) VEGAS GOLD (ST650 ONLY)



TEXAS ORANGE (ST650 ONLY) DEEP ORANGE (ST650 ONLY) TRUE RED MAROON PURPLE TRUE NAVY TRUE ROYAL TROPIC BLUE (ST650 ONLY) BLUE LAKE

MICROPIQUE



WRINKLE-RESISTANT



STAIN-RESISTANT



TAG-FREE

LST650 LADIES



BLACK WHITE IRON GREY GREY CONCRETE FOREST GREEN KELLY GREEN LIME SHOCK GOLD DEEP ORANGE



TRUE RED MAROON PINK RASPBERRY LIGHT PINK PURPLE TRUE NAVY TRUE ROYAL TROPIC BLUE BLUE LAKE



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EMPLOYEES

ANNIVERSARY - Shirt Order Form

Orders Placed Every February, June, August and November

Name: _____ Position: _____

Store Name: _____ Date: _____ Circle: F4L or Rancho

For your anniversary you have the choice of three (3) polo shirts. The color choices are Burgundy, Teal, Royal Blue, Black or Grey.

STYLE	SIZE	COLOR
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

Before ordering your shirts make sure they are the right size.

**** Note***** - Shirts may be substituted if the color is not available.

Please email completed Form to Trodriguez@paqinc.com