

# APPAREL ORDER GUIDE

Step by Step



We are excited for our employees to promote and represent Roers!

1

## Locate the Store

Can access using QR code here or sign into the employee portal. <https://www.roersshop.com/>



2

## Choose Your Items

Move through the site and decide what you would like to buy. Roers has shirts, jackets and other items available.

3

## Add to Cart

Choose your size and color then press the **Add to Cart** button. Scroll to the top and press the shopping cart graphic to review your cart items.

4

## Check Out

Select the **Check Out** button. Then fill out your information. Shipping to the office is free, whereas shipping to your home has a small shipping fee.

5


## Use Your Discount

For every order you place, Roers will cover **50% of the total**. You can either enter the code in the *discount and payment* section or in the *discount code box* located under your cart.

6

## Review and Purchase

Review and place your order. Turn around time for orders is approximately 14 days before shipping and handling.

Order Summary	
	Port Authority @ Ladies 3/4-Sleeve Tunic Blouse Color: Black Size: S Qty 1 Remove
<input type="text" value="Discount Code"/>	Apply
ROERS 50 ROERSCI50 Save 50% on any order.	-\$17.50 Remove
Subtotal	\$35.00
Tax	\$0.00
Shipping	-
Discounts	-\$17.50
<b>Total</b>	<b>\$17.50</b>

**CODE: ROERSCI50**

Contact Heidi at [hknutson@roers.com](mailto:hknutson@roers.com) with any questions concerning your order.