

(PLEASE PRINT ON OFFICIAL POSTAL LETTERHEAD)

Date

AUTHORIZED UNIFORM VENDOR

SUBJECT: Authorization for City Carrier Assistant (CCA) Uniform Annual Allowance

This letter authorizes the City Carrier Assistant (CCA) identified below to purchase Type 1 uniform items according to the annual allowance. Uniform eligibility is determined by local management.

The CCA employee must show Postal Service identification and submit this letter with the manager's original signature and date signed. The uniform vendor is required to keep the original as authorization for the purchase.

For payment, the uniform vendor must submit an itemized invoice containing each item purchased and the cost to the CCA employee's manager at the address listed below. Advance payment is not authorized. Purchases must be for items from the Type 1 uniform category only. The purchase amount must not exceed the amount noted on the letter.

Employee's Full **Name**: -----

— Employee's Eligibility Date: \_\_\_\_\_

Uniform Allowance Amount: ,-----

*Note: Purchases may not exceed the amount above.*

Authorized Uniform Vendor: Please send itemized invoice to:

*Note: Please print legibly.*

Manager's Name and Title: -----

— Facility Name: -----

----- Facility Address: -----

----- City, State, Zip: -----

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Manager's Signature: \_\_\_\_\_ Date: -----

VENDOR: [1] This official letter must be submitted for reimbursement within 14 days upon receipt.  
[2] Do not accept if not presented on original letterhead stationary.  
[3] Do not accept if not presented with the manager's original signature.

### How to Place Order with Brookfield Uniforms Website

1. Quickly Create an Account on the website or place an order without an account. Creating an account will keep a record of the order placed.
2. Begin shopping by selecting the CCA Uniforms from the Categories in the left column of the Home Page.
3. Fill the cart with postal approved uniforms, shoes, gloves, socks and accessories.
4. Use the Package Plan Allowance and spend up to \$497 for the \$452 allowance. Or spend the full allowance of \$452 and add one of the bonus items to the order. The full allowance bonus items are either a pair of 5 oz. shorts or slacks (not including the Brookeze slack114125) or a pair of culottes or skirt. The cart total will not show the discount. Don't worry, customer service will discount the order and send an order confirmation with the discount.
5. Go to Check-out and begin the check-out process.
6. Select the job-CCA Authorization Form type
7. Use all 0's for the questions asking for the postal debit card information (last 10 digits of the card number, expiration date, and amount to bill the postal card). We do not process credit cards on the website.
8. At the last question for the Second Form of Payment. This is only needed if you spent over Package Plan Bonus of \$497. Select either:
  - a. No and at the next page select Account Number from the drop down box to submit the order.
  - b. Yes and enter in the personal credit card information and submit the order.

### How to Place Order with Brookfield Uniforms Customer Service

1. Call us at 800-527-0606 Monday-Friday 7am-6pm and Saturday 8am-1pm, cst.
2. Email the signed CCA form at [brookfieldcustomerservice@brookfielduniforms.com](mailto:brookfieldcustomerservice@brookfielduniforms.com) or Fax the form to 800-723-6540.

### How to Place Order with Brookfield Uniforms Sales Representative Service

1. Contact the local representative at your station. He or she will submit the order along with the signed authorization letter to customer service.
2. Our representative will work with customer service and your station manager to process the order and keep you updated on the progress.
3. Don't know who your area representative is? Contact customer service at 800-527-0606 or email at [brookfieldcustomerservice@brookfielduniforms.com](mailto:brookfieldcustomerservice@brookfielduniforms.com) and provide the station name and zip code that you work at. We can provide you our representatives contact information.

### What's Next

1. Customer service will confirm the order with an email.
2. Customer service will submit the CCA authorization form and a copy of the uniform order to the manager for payment.
3. Once the payment is received Brookfield Uniforms will ship the order by Priority Mail.
4. Customer service will keep you updated on the status of your order.