



City Store Online Order Process

➤ Eligibility

- Must be a “City of Murfreesboro” Employee
- This is an employee purchase program; all sales are final and paid by employee credit card or through PayPal.

Online Order Process:

- “City of Murfreesboro Company Store” online ordering web link www.companycasuals.com/CityOfMurfreesboro
 - Home Page: click on product category
 - Click on a product within your category
 - Review product image, fabric, features and description
 - Add to shopping cart if you like this style
 - Determine your preferred color
 - Find your size; enter number of pieces you would like to order
 - Update cart
 - Click “add more products” to duplicate this process until you have completed your order
 - Complete your name, email address, cell phone #, and Department location to deliver your order to. We will deliver your order directly to the selected Department. Deliveries will only be made at the locations listed.
 - Complete additional / special instructions if needed
- Submit your order by clicking “PayPal” for payment, complete the PayPal “guest” registration information. This will allow you to choose your preferred credit card and continue.
- Apparel must be worn according to the City of Murfreesboro uniform and dress code policy. All products will come with the City of Murfreesboro logo embroidered on left chest for apparel, center on hats and beanies, and corners on scarfs and blankets.
- We will deliver your product to the City of Murfreesboro Department selected at Checkout.
- Contact Proof Imaging @ 615.401.9468 or info@proofimaging.net with questions or concerns.



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Frequently Asked Questions:

- **Who is paying for our image uniform apparel?**
 - This is an employee paid City of Murfreesboro company store site
 - A credit card or PayPal payment is available at check out
 - You can also call Proof Imaging and they will take your credit card over the phone

- **What's included with the price of the apparel?**
 - Garment, City of Murfreesboro embroidered logo, delivery, and tax

- **How do I order my image uniform apparel?**
 - Online ordering available 24/7 from home or office.
 - Follow the [Online Order Process](#) sheet, this sheet will be made available to all City of Murfreesboro employees
 - Phone orders will be accepted Monday – Friday 8:00 to 4:00 (615.401.9468)

- **What store styles and sizes are available?**
 - A variety of oxford shirts, sweaters, jackets, hats and accessories
 - Both men and women styles and sizes are available (XS through 6XL along with Tall sizes)

- **What if I don't know what size to order?**
 - Sizes are very similar to those at your favorite retail store
 - The online web link provides garment specifications and dimensions for your consideration

- **Who can I call with further questions?**
 - Proof Imaging Customer Service – 615.401.9468 or info@proofimaging.net