University of Delaware Cintas Uniform Program

Cintas is the largest provider of managed flame resistant clothing (FRC) programs. Over half a million wearers get Ready for the Workday with FRC from Cintas—the most trusted source for FRC apparel in North America. We are excited to continue our relationship with the University of Delaware. Our mission is to provide the proper PPE attire to assure all students and researchers are safe and protected from any chemical hazards while working in the lab.

Pricing

<table>
<thead>
<tr>
<th>Item</th>
<th>Item #</th>
<th>Rental price</th>
<th>Uniform Advantage (Insurance) Price</th>
<th>Total cost per coat</th>
</tr>
</thead>
<tbody>
<tr>
<td>FR Lab Coat Men's / Women's</td>
<td>9632 / 64028</td>
<td>0.75</td>
<td>0.13</td>
<td>0.88</td>
</tr>
<tr>
<td>Lab Coat White</td>
<td>59925</td>
<td>0.25</td>
<td>0.05</td>
<td>0.30</td>
</tr>
</tbody>
</table>

How Does the Uniform Rental Program Work

1. Each individual student/research group will be assigned a lab coat (quantity determined by contact of department)
2. Each week, Cintas will pick up your soiled lab coat and return your cleaned lab coat from the previous week.
3. Your weekly rental expense covers the cost of the lab coat, the laundry, and any necessary repairs to the lab coat (rips, stains etc.)
4. You will receive a weekly Invoice via e-mail from Cintas Accounting Department. Your Invoice will always reflect the coming week’s service. All payments will be processed once a month.

5. Each group is recommended to keep a weekly inventory of their lab coats to confirm invoice matches to what each researcher has in their possession.

6. If a credit needs to be applied to a specific Invoice, you will receive a credit memo. This credit will then be applied to the specific Invoice. You will not receive a revised Invoice.

7. When a lab coat is turned in for laundry, you will receive the lab coat back the following week. If a lab coat is not turned back in the one-week time frame, the lab coat could have been pulled from Service due to the condition of the lab coat. Notification will be provided in the event a lab coat is pulled. Please make sure to contact your Representative if you notice a lab coat was not returned. A credit is warranted if a lab coat is pulled from the researcher’s inventory and not delivered on the day of service.

8. If a researcher is no longer a part of your lab, he/she is responsible for turning their lab coat in the Soil Bin. All terminations / transfers need to be reported in writing to either your Service Rep and/or Account Manager with one week notice to allow changes to reflect the following weeks invoice. Lab coats are specifically assigned to each researcher. If one researcher leaves, you are not allowed to pass the lab coat to the next researcher. It will need to be turned in and a new lab coat will be issued. This will help Cintas better manage your program and keep your Invoices accurate. A separate fee will be charged if a lab coat is not returned. The replacement cost for a Nomex (FR) lab coat is $165.00. The replacement coat for the White Poly/cotton lab is $27.00.

**When is my delivery day?**

1. Your day of delivery is on Tuesday. Your Service Representative is typically on campus in the morning around 9am.

2. If you are turning a lab coat in for laundry, please make sure to have it turned into the Soil Bin no later than Tuesday morning (8am). Anything that is turned in after the fact will not be picked up until the following Tuesday.

3. Lockers and Return Units (Soil Bin) can be found on the Basement Floor of Colburn.

4. Cintas is not responsible for items left in the lab coat.

**Contacts**

1. Matt Lamar is your Cintas Service Sales Representative. His responsibilities include picking up and delivering lab coats on campus.

2. Matt McMillen (mcmillenM2@cintas.com) is your Account Manager. He is responsible for managing your overall rental program. He can assist with any new orders, terminations, size change requests, department transfers, quality, etc.

3. Karen Milloro (Millorok@cintas.com) is your Accounts Receivable Representative. She is responsible to provide you with a copy of your weekly Invoice (sent via e-mail). Each month Karen will process a charge on the credit card we have on file for each specific departm