



# KIS

— *Your trusted choice.*

## KIS Clothing Procedure

**Our business was established in 1983 by the Murphy family. We continue to operate with the same values and commitment today.**

When business deals were sealed with a handshake, it was and still is our word and our bond.

We are proud to say we are 100% independent Australian owned business.

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## **OUR GOAL**

Be the best supply partner to your business by delivering on what we promise and exceeding your expectations.

## **OUR MISSION**

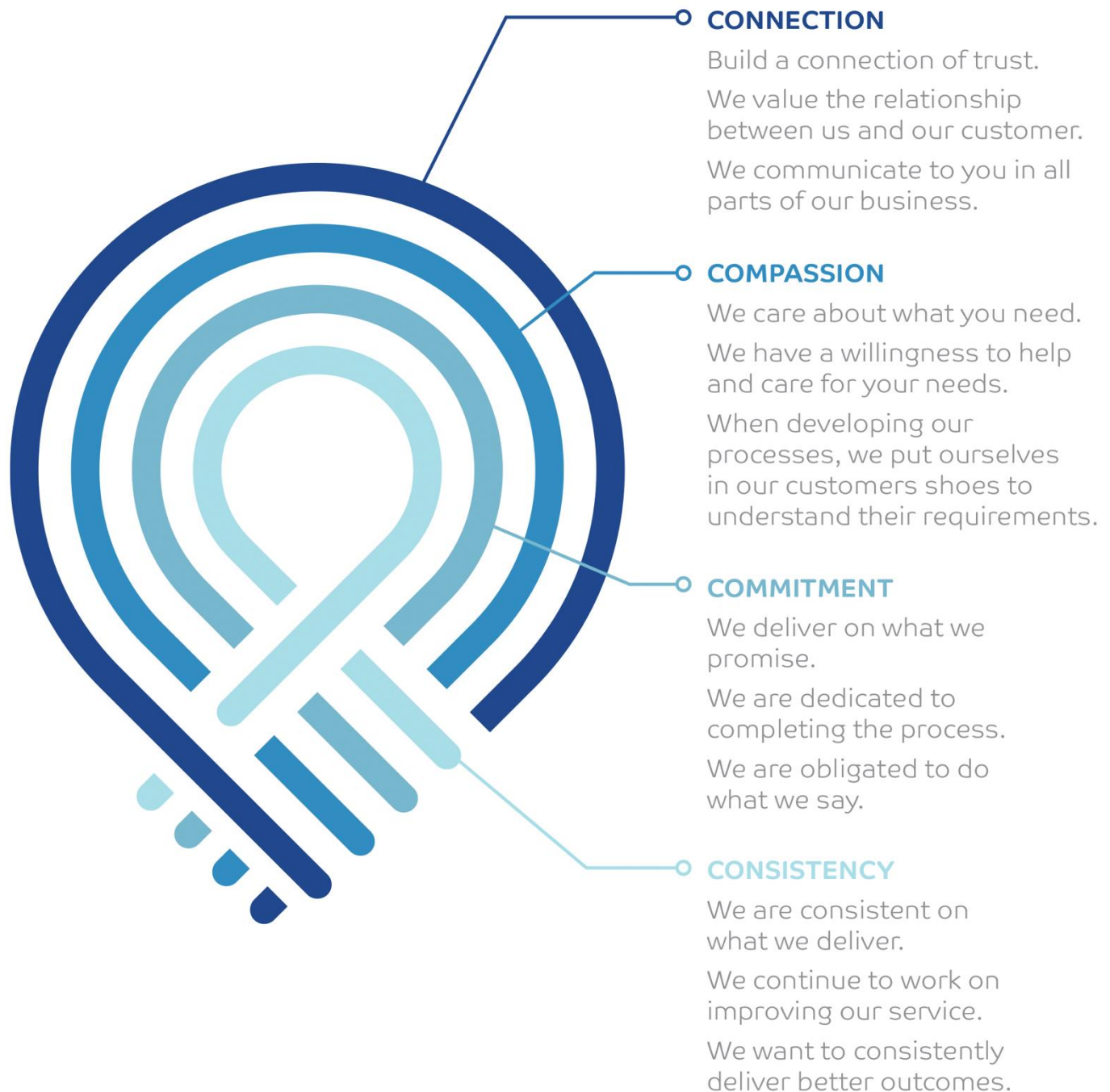
To be of value to our customers and be regarded as a trusted partner.

# **KIS VALUES**

- Provide personal service
- Respect our customers
- Respect and work as a team
- To be honest and take ownership
- To deliver on what we promise

# WHAT OUR LOGO REPRESENTS

*“We believe by doing this well, we earn the right to be your trusted choice”*



# OUR PRODUCT CATEGORIES

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## HYGIENE

- Toilet Tissue
- Foam & Lotion Soap
- Hand Sanitiser
- Dispensers
- Hand Wipes
- Heavy Duty Soaps
- Skin Care
- Wipes & Gowns
- Washroom Accessories



## SAFETY

- Hand Protection
- Eye, Face & Head Protection
- Hearing Protection
- Height Safety
- Safety Signs
- Fire & First Aid
- Respiratory Protection
- Spill Clean Up
- Road Safety



## WORKWEAR & FOOTWEAR

- Hi-Vis Clothing
- Workwear
- Causal Wear
- Corporate Wear
- Rainwear
- Disposable Clothing
- Safety Boots
- Non-Safety Boots
- Gumboots



## CLEANING

- Industrial Chemicals
- Cleaning Chemicals
- Automotive Chemicals
- Mop & Bucket
- Brooms & Brushware
- Wipers
- Bin Liners
- Cleaning Tools
- Cleaning Machinery



## PACKAGING

- Packing Tapes
- Strapping
- Pallet Wrap
- Protective Wrap
- Labels
- Food Takeaway Packaging
- Takeaway Cups
- Food Containers
- Napkins & Cutlery



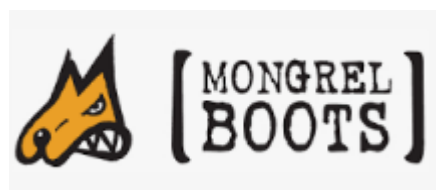
## CONSTRUCTION

- Foam & Double Tapes
- Screws & Bolts
- Sealants & Adhesives
- Hand Tools
- Knives & Tape Measures
- Mask, Sealing & Electrical Tape
- Ladders & Platforms
- Nails & Stables
- Paints & Lubricants

## Supporting Locally Owned Clothing Brands



## With Access To Leading Footwear Brands...



# KIS Clothing Process

Our Clothing Process is focused on communication & being consistent in our order fulfilment process.

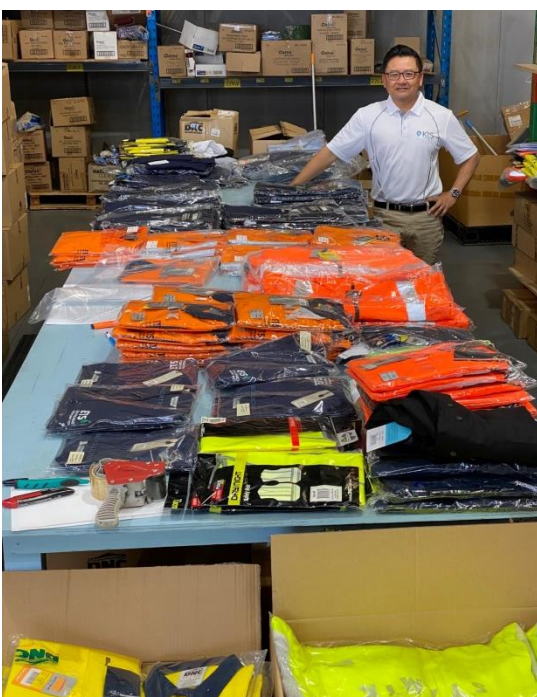
## How do we do it...?

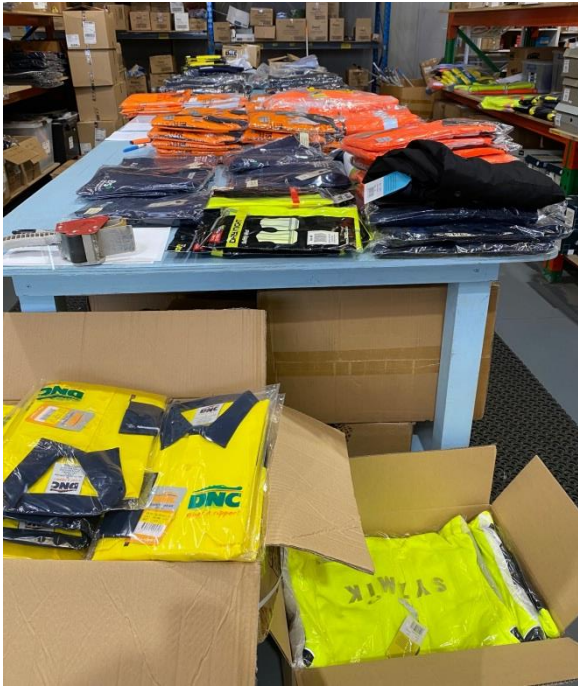
First when we receive your order, we send you a thank you email acknowledgement with your job number, this means that we have received your order and it is entered into our system.

- **Clothing 1 Status** – Once we enter your order into our system it is placed on this status.
  - Our system then generates a corresponding job number for your order, and it is pending action from our clothing co-ordinator.
  - At this stage you receive our first email communication to update you that our team has begun processing your order.

*We use our system generated job number and job status to track our performance & communication to you.*

- **Clothing 2 Status** - This occurs within the same business day.
  - It means our clothing co-ordinator has ordered your garments from our suppliers.
    - If any garments are not available, we will contact you and give you alternative options.
  - Within 1-3 business days we will receive your garments into our warehouse where we check off your stock and prepare for it to be sent for embroidery/screen printed (If requested).
- **Out Status** - This status is used to indicate that the garments are currently out being embroidered/screen printed.
  - At this stage we email you an update to tell your order has been sent out to our embroider/screen printer and we expect it back within 3 business days.





- **Packed Status** – Your garments are back in our warehouse and being packed ready to be dispatched.
  - Because we care, we pack and label your order into a clear individual bags and clearly label the outer box of who which team members garments are so you know the order can be seen your order can easily be identified via the team member are inside.
  - We include in the pack, the individual clothing form.
    - This avoids confusion at your end when it comes to correctly allocating the garments to the team.
- **Finish Status** – Your job is complete
  - Your order has been finalized and dispatched.
  - Our warehouse supervisor at this stage has converted the order into an invoice and emailed directly through to your accounts department.  
The invoice will always include a tracking, for you to follow the updates of your order until it reaches your site.

*It does not matter if you have a team of 5, 50, or 500...  
We follow the same process, communicating with you  
along the way & get the job done.*

Points of contact throughout this process:

**Tracey Grech**  
Clothing & Footwear Co-ordinator  
P 02 4723 9600  
D 02 4723 9612  
E [Clothing@mykis.com.au](mailto:Clothing@mykis.com.au)

**Kristen Coard**  
Customer Service  
P 02 4723 9600  
D 02 4723 9603  
E [Kristen@mykis.com.au](mailto:Kristen@mykis.com.au)



# 30+ YEARS' EXPERIENCE IN THE SUPPLY OF HYGIENE & SAFETY PRODUCTS.

Access to leading brands & reliable  
independent manufactures;  
**we have you covered.**

## CONTACT US

4 Cassola Pl, Penrith, NSW 2750

**P** 02 4723 9600

**E** [sales@mykis.com.au](mailto:sales@mykis.com.au)

**[mykis.com.au](http://mykis.com.au)**