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## Uniform Special Order

Custom uniform orders will incur a \$25.00 fee. Please note the manufacture timeframe for custom made items is 8-10 weeks

### Customer Details

Parent Name: \_\_\_\_\_

Student Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Delivery options: Collect in store - Free / Deliver to School - \$3.50 / Deliver to Home – cost to be advised on order.

Delivery Address: \_\_\_\_\_

### Item Details

School Name: \_\_\_\_\_

Item Description: \_\_\_\_\_

Size: \_\_\_\_\_ Qty: \_\_\_\_\_

Size Chart sent with instructions on how to measure YES / NO / Not Required

Non-standard uniform item, approved by school YES / NO \_\_\_\_\_

### Order Details

Sales Order Number: \_\_\_\_\_ Invoice Number: \_\_\_\_\_

Payment received? YES / NO

**Payment needed prior to order being placed with supplier.**

### Customer Acknowledgement

**Special Order Uniforms are a custom item which cannot be returned or exchanged unless they are faulty. Please ensure you carefully check the requested size before placing your order. By placing this special order, you accept these conditions.**

Customer Name: \_\_\_\_\_

Customer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Staff Name: \_\_\_\_\_

Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Office Use Only

Customer advised of no return policy  
Special Order Fee applied to order (if applicable)  
Copy of Special-Order form to be saved in Sales Order.