



CITY OF TORONTO – Municipal Licensing & Standards
Uniform Alterations Authorization Form

This form must be completed and presented at time of request for alterations. **Stitch It** has the right to refuse any alteration requests if not accompanied by this form.

Please bring your uniform item(s) and appropriate footwear with you for correct measurements.

Date: / / YYYY/MM/DD	Service Line Investigation Services	Employee Name: _____	Employee #: _____
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CONTRACT INFORMATION			
Purchase Order #: 3650368	Cost Centre #: _____	FPARS Code #: _____	GL Account #: 2670

This form authorizes you to have any of the following alterations completed on your uniform garments as indicated.

Only alterations listed in the contract and as indicated below are approved for completion.

TROUSER (QTY): ____ (Maximum Qty: 3)	SHIRT (QTY): ____ (Maximum Qty: 6)	SWEATER (QTY): ____ (Maximum Qty: 2)	JACKET(QTY): ____ (Maximum Qty: 2)
___ Initial Hem: \$11.95	___ Shorten Sleeves: Casual \$15.23	___ Remove Existing Shoulder Cresting: \$1.50 per	___ Shorten Sleeves without lining: \$18.19
___ Tapering (Maximum 1 inch:) \$22.10	___ Shorten Sleeve: Dress, move plaque \$33.28	___ Sew/Replace New Shoulder Cresting: \$4.50 per (ML&S to provide crests)	___ Shorten Sleeves with lining: \$28.00
___ Waist In/Out: \$20.71	___ Shoulder Adjustment: \$25.00		___ Shoulder Adjustment: \$75.00
___ Crotch/Gusset In/Out: \$17.37	___ Add Darts: \$19.30		___ Add Darts: \$29.85
___ Alter Seat: \$14.67	___ Trunk In/Out: \$19.00		___ Trunk In/Out: \$43.00
___ Repair Hem: \$6.75	___ Remove Existing Shoulder Cresting: \$1.78 per per		___ Remove Existing Shoulder Cresting: \$1.78
___ Repair Pockets: \$8.00	___ Sew/Replace New Shoulder Cresting (ML&S to provide crests): \$5.20 per		___ Sew/Replace New Shoulder Cresting (ML&S to provide crests)2 x 4: \$6.25 per
___ Repair/Replace Pant Zipper: 19.51	___ Repair/Replace Buttons: \$2.81 per		___ Sew on Shoulder Crest 4 x 6 : \$7.41 per ___ Repair/Replace buttons w lining:\$4.00 per

OTHER ALTERATIONS (Please Specify): Minor Repairs – not to exceed \$20.00

Authorized by: (print name & title – MUST be Supervisor level or above)

Name: _____ Signature: _____

