



**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.

<b>Date:</b> / / YYYY/MM/DD	<b>Service Line</b> Rental Standard Services	<b>Employee Name:</b> _____	<b>Employee #:</b> _____
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CONTRACT INFORMATION			
<b>Purchase Order #:</b> 3650368	<b>Cost Centre #:</b> _____	<b>FPARS Code #:</b> _____	<b>GL Account #:</b> 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)
<input type="checkbox"/> Initial Hem: \$11.95  <input type="checkbox"/> Tapering (Maximum 1 inch:) \$22.10  <input type="checkbox"/> Waist In/Out: \$20.71  <input type="checkbox"/> Crotch/Gusset In/Out: \$17.37  <input type="checkbox"/> Alter Seat: \$14.67  <input type="checkbox"/> Repair Hem: \$6.75  <input type="checkbox"/> Repair Pockets: \$8.00  <input type="checkbox"/> Repair/Replace Pant Zipper: 19.51	<input type="checkbox"/> Shorten Sleeves: Casual \$15.23 <input type="checkbox"/> Shorten Sleeve: Dress, move plaquette \$33.28  <input type="checkbox"/> Shoulder Adjustment: \$25.00  <input type="checkbox"/> Add Darts: \$19.30  <input type="checkbox"/> Trunk In/Out: \$19.00  <input type="checkbox"/> Remove Existing Shoulder Cresting: \$1.78 per per <input type="checkbox"/> Sew/Replace New Shoulder Cresting (ML&S to provide crests): \$5.20 per <input type="checkbox"/> Repair/Replace Buttons: \$2.81 per	<input type="checkbox"/> Remove Existing Shoulder Cresting: \$1.50 per  <input type="checkbox"/> Sew/Replace New Shoulder Cresting: \$4.50 per (ML&S to provide crests)	<input type="checkbox"/> Shorten Sleeves without lining: \$18.19  <input type="checkbox"/> Shorten Sleeves with lining: \$28.00  <input type="checkbox"/> Shoulder Adjustment: \$75.00  <input type="checkbox"/> Add Darts: \$29.85  <input type="checkbox"/> Trunk In/Out: \$43.00  <input type="checkbox"/> Remove Existing Shoulder Cresting: \$1.78  <input type="checkbox"/> Sew/Replace New Shoulder Cresting (ML&S to provide crests) 2 x 4: \$6.25 per  <input type="checkbox"/> Sew on Shoulder Crest 4 x 6 : \$7.41 per <input type="checkbox"/> 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: \_\_\_\_\_

