



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: Bylaw Enforcement	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)
<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: \$1.78 per <input type="checkbox"/> Sew/Replace New Shoulder Cresting: \$5.20 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: _____

