

Uniform Order Form



Uniform Order Form Template:

Order Information:

- Order Date: [Date of order]
- Order Number: [Auto-generated]
- Department/Team: [Department or team name]

Contact Information:

- Requester's Name: [Name of the person requesting the uniforms]
- Contact Email: [Requester's email address]
- Contact Phone: [Requester's phone number]

Uniform Details:

- Employee Name: [Name of the employee receiving the uniform]
- Uniform Type: [Specify uniform type, e.g., shirt, pants, jacket]
- Uniform Size: [Specify size, e.g., S, M, L, XL]
- Quantity: [Number of uniforms needed]

Additional Specifications:

- Include custom embroidery/logos
- Specify any special requests or notes

Delivery Information:

- Delivery Address: [Address where uniforms should be delivered]
- Delivery Date: [Preferred delivery date]

Billing Information:

- Billing Department/Team: [Department responsible for billing]
- Billing Contact Name: [Name of billing contact]
- Billing Contact Email: [Billing contact's email address]
- Billing Contact Phone: [Billing contact's phone number]

Approval:

- Manager/Supervisor Approval: [Name of approving manager/supervisor]
- Date Approved: [Date of approval]

Cost Estimate:

- Uniform Cost per Unit: [Cost per uniform]
- Total Cost: [Calculated total cost based on quantity]

Payment Information:

- Charge to Department Account
- Employee Payroll Deduction
- Other: [Specify payment method]

Comments/Notes:

- [Include any additional comments or notes]

Order Confirmation:

- Send order confirmation to requester