

# ALTERATION SPECIFICATIONS

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## TABLE OF CONTENTS

<b>CONTRACT DETAILS:</b> .....	<b>2</b>
<b>ALTERATION PRICE LIST:</b> .....	<b>2</b>
<b>NAME TAGS, CHEVRONS, FLASHES, CROWNS and/or BARS ON SHIRTS, SWEATERS OR JACKETS</b> .....	<b>3</b>
NAME TAG.....	5
SHORT SLEEVE GARMENT.....	5
STAFF SERGEANT .....	5
SERGEANT.....	6
LEVEL II .....	7
LEVEL I.....	8
LONG SLEEVE GARMENT .....	9
STAFF SERGEANT .....	9
SERGEANT.....	10
LEVEL II .....	11
LEVEL I.....	12
AUXILIARY BAR APPLICATION ON SHIRT .....	13
AUXILIARY BAR APPLICATION ON JACKET .....	14
FIRE DEPARTMENT NAME AND RANK BARS .....	15
FIRE DEPARTMENT JOB SHIRT.....	17
TRANSIT BAR APPLICATION – JACKET .....	18
<b>TROUSERS / SHORTS</b> .....	<b>19</b>
HEM .....	19
ALTER SEAT.....	20
WAIST (IN OR OUT).....	21
CROTCH IN.....	22
CROTCH OUT.....	22
LOWER WAISTBAND .....	23
<b>MINOR REPAIRS – CROTCH, HEM, POCKET</b> .....	<b>24</b>
<b>ZIPPER</b> .....	<b>25</b>
JACKET.....	25
TROUSERS.....	26
<b>SHIRT</b> .....	<b>27</b>
ZIPPER .....	27
SHORT SLEEVE .....	28
ALTERATIONS AUTHORIZATION FORM.....	29

REVISED ON May 2, 2018



**CONTRACT DETAILS:**

- All alterations to be within a 2 day turnaround for pickup by the customer
- Alterations to be restricted to details provided for approved services per the alteration sheet supplied by Corporate Clothing
- Pricing to reflect the current contract
- Invoicing must reflect the purchase order assigned to the store for the term and must specify the store number

**Questions, concerns, or alterations not addressed in the contract are to be directed to Dale Beeston, Director of Store Operations and Business Development, at Stitch It Canada's Tailor Inc, telephone # 905-335-0922 ext 233.**

**ALTERATION PRICE LIST:**

GARMENT	ALTERATION TYPE	PRICE
<b>PANTS</b>	Trouser Hems (incl cust/serge/press)	\$6.00 per pair
	Trousers Alter Seat	\$12.98
	Trousers Crotch In	\$12.98
	Trousers Crotch Out	\$12.98
	Trousers Lower Waistband	\$39.98
	Trousers Waist (In or Out)	\$14.98
	Trousers - Minor Repairs Crotch	\$4.98
	Trousers - Minor Repairs Hem	\$4.98
	Trousers - Minor Repair Pocket	\$4.98
	Trousers - Replace Zipper	\$14.98
<b>COATS AND JACKETS</b>	Jacket - Sew on Chevrons/Flashes/Crowns/Bars	\$3.00 per flash
	Jacket - Transit Jacket Back Flash	\$5.00
	Jacket - Replace Zipper	\$1.00 per inch
<b>SHIRTS</b>	Shirt - Sew on Chevrons/Flashes/Crowns/Bars	\$3.00 per flash
	Shirt - Shirt Hem	\$14.98
	Shirt - Shorten Sleeves (cuff)	\$14.98
	Shirt - Shorten Sleeves (plain)	\$10.98
	Shirt Shorten Sleeves with Plaquets	\$29.98
	Shirt - Darts	\$14.98
	Shirt - Side Seams	\$19.98
	Shirt - Tapering (police only)	\$19.98
	Shirt - Replace zipper	\$1.00 per inch
<b>OTHER</b>	Sew on Badges with Fire Retardent Thread	\$2.25 per flash
	Measurement Services	\$60.00 per hour



**CHEVRONS, FLASHES, CROWNS and/or BARS ON SHIRTS, SWEATERS OR JACKETS**

## a) FLASHES

- The top of the shoulder flash should be placed three quarters of an inch measured down from the top of the sleeve and centered vertically with the center of the epaulette.

## b) CHEVRONS

- The chevrons will be 7-1/2" from the shoulder seam to the centre of the chevron on all long sleeve garments.
- The tip or point of the chevron should be placed one and one half inches measured from the bottom up of the sleeve to the tip of the chevron and centered vertically with the center of the epaulette with the exception of smaller sizes (men's 15 ½ and women's 34-36) with the bottom point of the chevron being placed on the hemline stitching.

## c) CROWNS

- The outside edge of the crown, in all instances will be applied 1/8" above the centre of the chevron.

## d) BARS

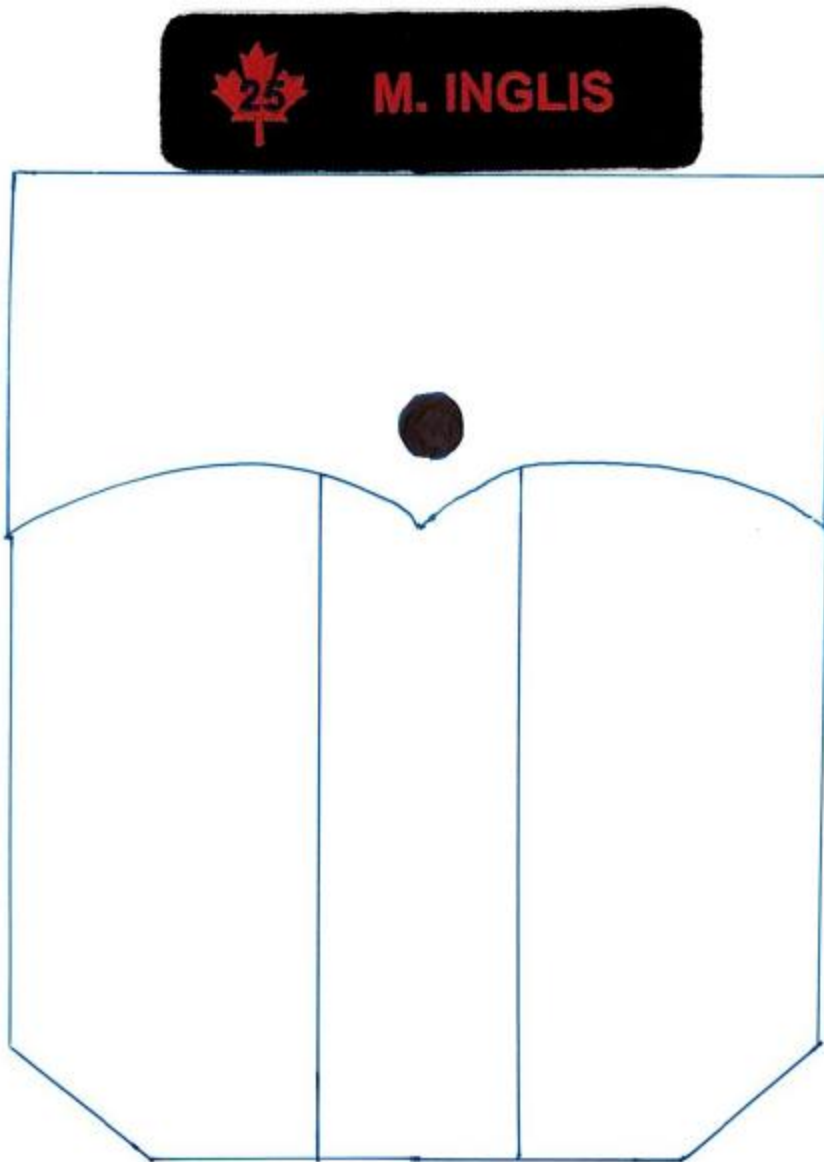
- The bars will be 1/2" below and centered under the primary flash.

## e) NAME TAGS

Police

- Centered on the right side of the shirt with the bottom edge on the name tag resting just above the pocket flap, no space.





**Any deviation over three eighths of an inch in the top and bottom measurement will not be considered within acceptable limits.**



SHORT SLEEVE GARMENT  
STAFF SERGEANT

SHOULDER SEAM



BOTTOM OF SLEEVE



SHORT SLEEVE GARMENT

SERGEANT

SHOULDER SEAM



Bottom of Sleeve



SHORT SLEEVE GARMENT  
LEVEL II

SHOULDER SEAM



BOTTOM OF SLEEVE

SHORT SLEEVE GARMENT

LEVEL I

Shoulder Seam



BOTTOM OF SLEEVE



LONG SLEEVE GARMENT  
STAFF SERGEANT

SHOULDER SEAM



LONG SLEEVE GARMENT  
SERGEANT

SHOULDER SEAM



LONG SLEEVE GARMENT  
LEVEL II

SHOULDER SEAM



LONG SLEEVE GARMENT  
LEVEL I

SHOULDER SEAM



AUXILAIARY BAR APPLICATION ON SHIRT



AUXILAIARY BAR APPLICATION ON JACKET



**FIRE NAME AND RANK APPLICATION**



**The Name bar is centered above the right pocket using Nomex thread**

**The Rank Bar is centered above the left pocket using Nomex thread**



The City of Calgary logo 1/2" above the rank bar centered using Nomex thread



**Jobshirt Rank and name tag placement**



**TRANSIT BAR APPLICATION – ALL DEPARTMENTS  
JACKET**



The measurement is from the top of the reflective to the bar and centered on the jacket.



**TROUSERS  
HEM**

- a) A slanted cut is required with the front 3/4 of an inch up from the back.
- b) Salvage will be three inches and front will be notched 1/3 inch.
- c) Finishing: Material will be serged and hem blind stitched for dress trousers. A polo hem for all other trousers.
- e) Thread color shall match the fabric. Use Nomex thread on Fire Nomex clothing.
- d) Hem will be pressed.

**SHORTS  
HEM**

- a) 1 inch above the knee is the new standard for the transit shorts.



TROUSERS  
**ALTER SEAT**

a) Finishing:

- All seams shall be double stitched and serged
- There shall be not less than 4 or more than 5 stitches per centimeter
- The beginning and ending of all stitching shall be securely backstitched
- Thread shall be polyester core and color shall match the fabric

**TROUSERS**  
**WAIST (IN OR OUT)**

- a) Pants which have been altered at the waist must be finished in accordance with the type of pattern design.
- b) Finishing:
  - All seams shall be double stitched and serged
  - There shall be not less than 4 or more than 5 stitches per centimeter
  - The beginning and ending of all stitching shall be securely backstitched
  - Thread shall be polyester core and color shall match the fabric



**TROUSERS  
CROTCH IN**

a) Finishing:

- All seams shall be double stitched and serged
- There shall be not less than 4 or more than 5 stitches per centimeter
- The beginning and ending of all stitching shall be securely backstitched
- Thread shall be polyester core and color shall match the fabric

**TROUSERS  
CROTCH OUT**

a) Finishing:

- All seams shall be double stitched and serged
- There shall be not less than 4 or more than 5 stitches per centimeter
- The beginning and ending of all stitching shall be securely backstitched
- Thread shall be polyester core and color shall match the fabric

**TROUSERS  
LOWER WAISTBAND**

- a) The waistband shall be set on and stitched below the lower edge through the outer fabric and the waistband curtain
- b) Finishing:
  - All seams shall be double stitched and serged
  - There shall be not less than 4 or more than 5 stitches per centimeter
  - The beginning and ending of all stitching shall be securely backstitched
  - Thread shall be polyester core and color shall match the fabric



## **SEWING SPECIFICATIONS**

### **MINOR REPAIRS – CROTCH, HEM, POCKET**

a) Finishing:

- All seams shall be double stitched and serged
- There shall be not less than 4 or more than 5 stitches per centimeter
- The beginning and ending of all stitching shall be securely backstitched
- Thread shall be polyester core and color shall match the fabric



**ZIPPER  
JACKET**

- a) All zippers except side vent zipper shall be YKK Vision #5 molded nylon. Side vent zippers shall be YKK #5 nylon coil
- b) Zipper colour shall match garment
- c) Thread shall be polyester core and color shall match the fabric



**ZIPPER  
TROUSERS**

- a) Zipper shall be YKK brass with brass bottom stop at the base of the zipper chain
- b) A straight bartack to be sewn through from the outside of the garment to the inside at the bottom of the fly through the zipper tape, the right and left fly and the right fly lining
- c) The right and left fly shall be joined by an additional bartack located below the bottom zipper stop on the inside of the trouser
- d) Zipper colour shall match garment
- e) Thread shall be polyester core and color shall match the fabric



## SHIRT

### ZIPPER

- a) Zipper shall be concealed 45 YKK 14" nylon zipper (16" zipper for oversize shirts)
- b) Zipper colour shall match garment
- c) Thread shall be polyester core and color shall match the fabric



**SHORT SLEEVE**

When longsleeves are being shorten to short sleeve

- A) Measurement A is 1 ¼"
- B) Measurement B is 10"
- C) Measurement C is 7"



**ALTERATIONS AUTHORIZATION FORM**

PS 386 (R2002-12)



THE CITY OF  
**CALGARY**  
 SUPPLY MANAGEMENT  
 CORPORATE CLOTHING  
 & EQUIPMENT STORES #137

**This form must be presented at time of request for alterations. Alteration companies have the right to refuse any alteration requests if not accompanied by this form.**

Date YYYY MM DD	Department	Employee Name	Employee ID
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This letter authorizes you to have any of the following alterations completed on your uniform garments as indicated below:

**JACKET (QTY) \_\_\_\_\_**

- Sew on Flashes
- Zipper

**TROUSER/JUMPSUIT (QTY) \_\_\_\_\_**

- Initial Hem
- Alter Seat
- Crotch In/Out
- Repair Pocket
- Repair Hem
- Waist In/Out
- Lower Waistband
- Repair Crotch
- Repair Zipper

**SHIRT (QTY) \_\_\_\_\_**

- Sew on Flashes
- Shorten Bottom
- Shorten Long Sleeves

**SWEATER (QTY) \_\_\_\_\_**

- Sew on Flashes

Alterations can be completed at any of the following locations. **Bring this authorization form with you.** Ensure that the alteration is suitable before taking the garment. If not, the alteration company is responsible for correcting the problem.

**Stitch It – Chinook Centre**

6455 Macleod Trail SW #226  
 Calgary, AB T2H 0K9  
 (403) 252-8272

**Stitch It – Market Mall**

3625 Shaganappi Trail NW,  
 Calgary, AB T3A 0E2  
 (403) 266-7011

**Stitch It – Sunridge Centre**

2525 36 St NE,  
 Calgary, AB T1Y 5T4  
 (403) 266-0862

**Stitch It – Cross Iron Mills**

261055 CrossIron Blvd., Unit 115  
 Rockyview, AB T4A 0G3  
 (403) 274-5896

**Attention Alterations Company:**

Only those alterations listed in the contract (9-0181) and as indicated above are approved for completion. All other alterations are at the expense of the City Employee.

Should you have any questions, please contact Jason Vanzhov, Senior Storekeeper (403) 268-8281 with Corporate Clothing Stores.

