



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

ALTERATIONS AUTHORIZATION FORM
PS 386 (R2002-12)

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 – Sunridge Centre

2525 36 St NE,

Calgary, AB T1Y 5T4

(403) 266-0862

Stitch It – Market Mall

3625 Shaganappi Trail NW,

Calgary, AB T3A 0E2

(403) 266-7011

Stitch It – Cross Iron Mills

261055 CrossIron Blvd., Unit 115

Rockyview, AB T4A 0G3

(403) 274-5896



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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, Acting Senior Storekeeper (403) 268-8281 with Corporate Clothing Stores. Or Corporate Clothing Stores at 268-8254 or 268-8270.



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