



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: (check box) Toronto Animal Services	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.

UNIFORM PANTS (QTY): ____ (Maximum Qty: 3)	SHIRT (QTY): ____ (Maximum Qty: 6)	SWEATER (QTY): ____ (Maximum Qty: 2)	JACKET (QTY): ____ (Maximum Qty: 2)
☐ Initial Hem: \$11.95	☐ Shorten Sleeves: Casual \$15.23	☐ Remove Existing Shoulder Cresting: \$1.78 per	☐ Shorten Sleeves without lining: \$18.19
☐ Tapering (Maximum 1 inch:) \$22.10	☐ Shorten Sleeve: Dress move plaquette33.28	☐ Sew/Replace New Shoulder Cresting: \$5.20 per (ML&S to provide crests)	☐ Shorten Sleeves with lining: \$28.00
☐ Waist In/Out: \$20.71	☐ Shoulder Adjustment: \$25.00		☐ Shoulder Adjustment: \$75.00
☐ Crotch/Gusset In/Out: \$17.37	☐ Add Darts: \$19.30		☐ Add Darts: \$29.85
☐ Alter Seat: \$14.67	☐ Trunk In/Out: \$19.00		☐ Trunk In/Out: \$43.00
☐ Repair Hem: \$6.75	☐ Remove Existing Shoulder Cresting: \$1.78 per		☐ Remove Existing Shoulder Cresting: \$1.78
☐ Repair Pockets: \$8.00	☐ Sew/Replace New Shoulder Cresting (ML&S to provide crests): \$5.20 per		☐ Sew/Replace New Shoulder Cresting (ML&S to provide crests)2 x 4: \$6.25 per
☐ Repair/Replace Pant Zipper: 19.51	☐ Repair/Replace Buttons: \$2.81 per		☐ Sew on Shoulder Crest 4 x 6 \$7.41per
			☐ Repair/Replace button 2.81 per
			☐ Repair crest 4.00 per
			☐ Repair/Replace Jacket Zipper \$50.00

OTHER ALTERATIONS (Please Specify): Minor Repairs – not to exceed \$20.00

Authorized by: (print name & title – MUST be Supervisor level or above)

Name: _____

Signature: _____

