



HARRY  
ROSEN

# Alterations & Dry Cleaning 2026

## Step 1

- Visit Approved Stitch It Locations

## Step 2

- Provide Phone Number: "222-222-2222"
- Must Show Barcode On Alterations Tag:



## Turnaround

- Completed within: **7 Days**
- Courier Option: **+ 2 Days**
- RUSH Service:**
  - Pant Hems Only → Within 48hrs
  - Notification sent if completed earlier
  - +15% Rush Fee
  - Yellow Tag For Rushes

## Locations

- Stitch It Bloor Concourse
- Stitch It Yorkdale Shopping Centre
- Stitch It Promenade Shopping Centre
- Stitch It Square One Shopping Centre
- Stitch It Sherway Gardens
- Stitch It Polo Park Shopping Centre
- Stitch It Richmond Centre
- Stitch It Chinook Centre
- Stitch It Market Mall
- Stitch It West Edmonton Mall
- Stitch It Pointe-Claire
- Harry Rosen Bloor → **Stitch It Van Pick Up (Tue, Thur, Sat) → Stitch It Bloor Concourse**
- Harry Rosen First Canadian Place → **Courier → Stitch It Bloor Concourse**
- Harry Rosen Yorkdale → **Stitch It Yorkdale Shopping Centre**
- Harry Rosen Yorkdale → **Courier → Stitch It Promenade Shopping Centre**
- Harry Rosen Vaughn Mills → **Courier → Stitch It Promenade Shopping Centre**
- Harry Rosen Square One → **Stitch It Square One Shopping Centre**
- Harry Rosen Warehouse → **Courier → Stitch It Square One Shopping Centre**
- Harry Rosen Sherway → **Stitch It Sherway Gardens**
- Harry Rosen Polo Park → **Stitch It Polo Park Shopping Centre**
- Harry Rosen Pacific Center → **Courier → Stitch It Richmond Centre**
- Harry Rosen T.D. Square → **Courier → Stitch It Chinook**
- Harry Rosen Cross Iron Mills → **Courier → Stitch It Market Mall**
- Harry Rosen West Edmonton Mall → **Stitch It West Edmonton Mall**
- Harry Rosen Les Cours → **Courier → Stitch It Pointe-Claire**

## Communication

- Microsoft TEAMS
  - Every Harry Rosen location will have their own **dedicated TEAMS chat**
  - Use for Scheduling and Issue management
  - Do Not call Stitch It Store or confirm alternative plans with Stitch It Staff**
  - Contacts in Teams CHATS
    - VINCE BAUCO
    - ELSA STEMBERG
    - DEBORAH NOBREGA
    - KIRAN KHAN

## Chats

- EXTERNAL HARRY ROSEN TD SQUARE
- EXTERNAL HARRY ROSEN LES COURS
- EXTERNAL HARRY ROSEN PACIFIC CTR
- EXTERNAL HARRY ROSEN YORKDALE
- EXTERNAL HARRY ROSEN CHINOOK
- EXTERNAL HARRY ROSEN SQ 1
- EXTERNAL HARRY ROSEN SHERWAY
- EXTERNAL HARRY ROSEN BLOOR ST



**White Tag = Regular**  
**Yellow Tag = RUSH**



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# Stitch It Store Locations

## **Stitch It Bloor**

60 Bloor St W Unit C-3,  
Toronto, ON M4W 3B3

## **Stitch It Yorkdale**

3401 Dufferin St #403A  
North York, ON M6A 3A1

## **Stitch It Promenade**

1 Promenade Cir Unit 0115  
Thornhill, ON L4J 4P8

## **Stitch It Square One**

100 City Centre Dr #2-822A  
Mississauga, ON L5B 2C9

## **Stitch It Sherway**

25 The West Mall Unit #1236  
Etobicoke, ON M9C 1B8

## **Stitch It Polo Park**

1485 Portage Ave #127B  
Winnipeg, MB R3G 0W4

## **Stitch It Richmond**

6551 Number 3 Rd Unit 1502  
Richmond, BC V6Y 2B6

## **Stitch It Chinook**

6455 Macleod Trl SW Unit 226  
Calgary, AB T2H 0K9

## **Stitch It Market Mall**

3625 Shaganappi Trail NW  
Calgary, AB T3A 0E2

## **Stitch It West Edmonton**

8882 170 St NW U210  
Edmonton, AB T5T 4M2

## **Stitch It Pointe-Claire**

3035 Boul. le Carrefour G004  
Laval, QC H7T 1C8



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# Billing

Stitch It Corporate Office #3221  
100A-845 Harrington Court  
Postal code : L7N 3G2  
Tel : 9053350922  
INV # 3221250000099-1

**Charge(IN)**

**Rosen 2025, Harry**

Corporate : HARRY ROSEN | HARRY ROSEN -  
YORKDALE

Tel : 2222222222

Date/Time : Tue, 13 May 2025 10:04 AM

Associate : 336600

| Qty | Description | Price   | Total   |
|-----|-------------|---------|---------|
| 1x  | --Pants(IN) |         | \$12.51 |
| 1x  | Plain Hem   | \$12.51 |         |

Memo 34023035

Subtotal \$12.51

Coupon (0.00)

Subtotal After Disc \$12.51

Total Disc \$0.00

GST (5%) \$0.63 PST (8%) \$1.00 GST + PST (13%) \$1.63

ITEMS: 1 TOTAL: \$14.14

**Balance Owing : \$14.14**

Total Tendered : \$0.00

Total Change : \$0.00

**Ready on: Wed, 14 May 2025  
12:00 PM**

Points Earned Before This Visit: \$0.17

Total Points Earned: \$0.00

\*\*\*\*\*

30 DAY QUALITY GUARANTEE

Email Receipt sent to:  
hrapexp@harryrosen.com

Stitch It Corporate Office #3221  
100A-845 Harrington Court  
Postal code : L7N 3G2  
Tel : 9053350922

INV #3221250000099-1

**Charge(IN)**

**Rosen 2025, Harry**

Corporate : HARRY ROSEN | HARRY ROSEN - YO  
RKDALE

Tel : 2222222222

Date/Time : Tue, 13 May 2025 10:04 AM

Associate : 336600

Promised On : Wed, 14 May 2025 12:00 PM

| QTY | SZ/DESCRIPTION | TOTAL   |
|-----|----------------|---------|
| 1x  | Pants(IN)      | \$12.51 |

322125000009900

1x (\$12.51) Plain Hem

Dept Hem

Memo : 34023035

Sub Total \$12.51

HST #: R877439000

Total Disc \$0.00

GST (5%) \$0.63 PST (8%) \$1.00 GST + PST (13%) \$1.63

Total \$14.14

Balance Owing \$14.14

Transaction details:

\*\*\*\*\*

Total Tendered : \$0.00

Total Change : \$0.00

Round Off : \$0.00

Items : 1

Production : Tue, 13 May 2025 12:00 PM

Points Earned Before This Visit: \$0.17

Total Points Earned: \$0.00

\*\*\* Store Copy \*\*\*

Physical Receipt  
printed at the store

- Each **Tag** will be considered a **Transaction** and automatically emailed.
- Monthly **CSV** also emailed to:  
**HRAPEXP@HARRYROSEN.COM**
- Billing ISSUES:
  - Contact:
    - Colleen
    - AR@STITCHIT.COM

- ← - - - - -
- BARCODE from HARRY ROSEN
- ENTERED IN MEMO FIELD



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# Alterations & Dry Cleaning Process

1

In SIA, click on the “**Check In**” screen. Type “**222222222**” in the customer information box, then click “**Harry Rosen**” in the dropdown.

2

On the next screen, under “**OR Corporate**,” click the blue “**Yes**” button. Then, type in “**Harry Rosen**” into the search field.

3

The dropdown lists many different locations, you can see each location beside “**Corporate Branch Name.**” Find your store from this list and click it.

4

Complete the transaction as normal. You **must** scan the barcode on the Harry Rosen tag in the “**Memo**” section before checking out.



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# Quality Expectations: **Shirts/Jackets**

## Shirts

### • Sleeves

- Measurement will be put on HR alteration tag (pins removed).
- If shirt has 1 pleat at cuff it must be put back as original. Do not change style of shirt.
- If shirt has 2 pleats at cuff it must be put back as original. Do not change style of shirt.
- Plaquette edge and cuff edge must be flush.
- Shorten sleeves and do not cut plaquette will be shortened a max of  $\frac{3}{4}$ " to not affect button hole on plaquette.
- Dog house top of plaquette must have all open edges enclosed inside. No raw edges can be exposed.

### • Darts

- Darts as pinned on shirts. A reference pin to start and stop will be indicated.
- Darts can be no wider than 1" total ( $\frac{1}{2}$ " stitched).
- Maximum of 2" per shirt total take in with darts.
- If darts are pinned more than that, reduce to 2" max per shirt.
- No fabric is to be removed or cut off when darts are added.

## Jackets

### • Sleeves

- Only basic sleeve shortening will be sent over.
- Sleeves being shorten  $\frac{3}{4}$ " or less do not need button holes removed.
- Sleeves being shorten more than 1" must have all the button holes removed and buttons reattached accordingly.
- Sleeve buttons are not to be stitched through the lining.
- Lining must be shortened accordingly
- Vents on sleeves must not be closed. Vents to remain functional.

### • Seams

- When taking in/out the seams on a jacket, the lining must also be adjusted accordingly. Do not leave extra lining and create pleats. Please take the seam in/out to match new original.



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# Quality Expectations: **Pants**

## **Pants**

### • Waist

- Make sure all seams match when opening and closing waists.
- The waist adjustment must be tacked by hand on both the left and right side of the center seam on the inside. No exposed fabric or waistbands flapping. An additional seam can be stitched by machine but must not show on right side of pant.

### • Darts - Jeans/chinos

- These are to be done as “easy” darts stitched right through waistband without opening any seams.
- The dart must stop at the yoke seam of the pant. No further than that.
- Darts are a maximum of 1” each pressed flat down the center splitting fabric evenly on both sides of the dart seam and then topstitched.
- Do not cut or open.
- Waistband topstitching must line up exactly.

### • Taper

- Any taper larger than 1” on dress pants must be split on two seams.
- Tapers should only go to knee area.
- Jeans will only be done on 1 seam.

### • Hems

- Cuffs will be requested in different widths (1”/1.25”/1.5”). Please read tag to ensure correct size is reattached.
- Cuffs on dress pants are to be hand tacked up.
- Cuffs on chinos or jeans can be machined stitched up.
- Only **EUROHEMS** are to be done as original hem. **NO JEAN YOGA accepted.**

### • Suspender Buttons

- The placement of suspender buttons shall be the same on all pants.
- **Front buttons**
  - First button goes behind front loop on inside of pant and partner button is spaced out 2”.
- **Back buttons**
  - On back of pant the buttons are sewn 1.5” out on either side of center seam. (3” space between the two buttons).
  - When sewing the suspender buttons on, it is important to secure them to not only the facing of the waistband fabric but also catch some of the seam allowance inside the band to secure the button and provide it reinforcement to support the garment when worn.
  - Suspender buttons must be 4 holes and in black or white.
  - In some cases HR will send the buttons of choice.



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# Alterations & Dry Cleaning 2026 For Stores

## Turnaround

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  - Pant Hems Only → Within 48hrs
  - Notification sent if completed earlier
  - +15% Rush Fee
  - Yellow Tag For Rushes

## Locations

- Stitch It Yorkdale Shopping Centre
- Stitch It Square One Shopping Centre
- Stitch It Sherway Gardens
- Stitch It Chinook Centre
- Stitch It T.D. Centre
  
- Harry Rosen Bloor St. → **Stitch It Van Pick Up (Tues, Thurs, Sat)**
- Harry Rosen First Canadian Place → **Courier → Stitch It T.D. Centre**
- Harry Rosen Pacific Center → **Courier → Stitch It Richmond Centre**
- Harry Rosen Les Cours → **Courier → Stitch It Point-Claire**
- Harry Rosen T.D. Square → **Courier → Stitch It Chinook**

The image shows two clothing tags. The white tag is for regular service and the yellow tag is for rush service. Both tags have the following fields:

- Deferred #
- Number of tags of
- Trans. Date
- Advisor Name
- Client Last Name
- Balance Owning Yes ☐
- Alteration Charge \$
- Promised Date AM ☐ PM ☐
- Initial
- Balance Owning Yes ☐ No ☐
- Alteration Charge \$
- Promised Date AM ☐ PM ☐ Ship ☐
- \*34023035\*
- 34023035
- \*34023035\*
- 34023035

**White Tag = Regular**  
**Yellow Tag = RUSH**