

Fitting Event Materials Request Form



Date Requested _____ Date Needed _____

Account Number/Customer Name _____

Sales Rep Name _____ Sales Rep Number _____

Sales Rep Phone Number _____

Sales Rep Email Address _____

Delivery Address _____

Attention to _____

Small Event

100-300 fittings per day

Medium Event

300-700 fittings per day

Large Event

700+ fittings per day

Item No.	Description	Instructions	Recommended Quantities			Item Shipped	Item Returned
			Small Event	Medium Event	Large Event		
MKT19118366 e19263	Event Flyer—Get your fit on	Enter event data and post on the day of the event	4	6	8		N/A
MKT19W91571 e19307	Event Flyer—Work in Style	Enter event data and post on the day of the event	4	6	8		N/A
MKT19W91572 e19306	Event Flyer—Suit Yourself	Enter event data and post on the day of the event	4	6	8		N/A
MKT19W91535 e19305	Event Flyer—Get your fit on (credit card event only)	Enter event data RSVP email and post 1 month ahead of the event	4	6	8		N/A
MKT19W91632 e19308	Event Flyer—If the scrubs fit (credit card event only)	Enter event data RSVP email and post 1 month ahead of the event	4	6	8		N/A
MKT19118365 e19262	Order Form—displaying different styles	Print amount needed in color and bring to the event	250	300	700		N/A
MKT19122716 e19261	Return Policy Page	Place in holder on table order station	1	2	3		N/A
RETURNPOLH	Return Policy Holder	Place on table order station	1	2	3		
MKT19120898 e19260	Sizes by Color—ave®	Order only for applicable product and display close to hanging racks	2	4	8		N/A
MKT19W91719 e19312	Sizes by Color—PerforMAX	Order only for applicable product and display close to hanging racks	2	4	8		N/A
MKT19W91720 e19311	Sizes by Color—Encore	Order only for applicable product and display close to hanging racks	2	4	8		N/A
MKT19W91809 e19309	Sizes by Color—AngelStat	Order only for applicable product and display close to hanging racks	2	4	8		N/A
MKT19W91848 e19310	Sizes by Color—ComfortEase	Order only for applicable product and display close to hanging racks	2	4	8		N/A
MKT19118368 e19264	Thank You Cards	Place on welcome table	100	150	200		N/A
CLIPBOARD	Clipboards	For Temps, Reps or Customers to hold order forms	4	6	10		
FITTINGROOM	Collapsible Dressing Room	Sets up quickly, anywhere	2	4	6		
MEDLINEPENS	Pens with Medline logo	Place in holder on welcome table and refill when needed	20	30	50		N/A
PENHOLDER	Pen Holder	Place on welcome table	1	1	2		

Recommended Quantities

Item No.	Description	Instructions	Small Event	Medium Event	Large Event	Item Shipped	Item Returned
COLLBOWL	Collapsible Bowl	Buy individually wrapped candy and place in bowl; refill as needed	1	1	3		
MDT217671	Microfiber Towel	Remove dirt and makeup from samples	1	2	3		N/A
SIZEMARKERS	Size Markers	Used to place on hanger to indicate size of garments; use for DIR items	1 bx	2 bx	4 bx		
FITHOOKS	Fitting Room Hook	Place inside fitting room	2	4	6		
GARMENRCK	Garment Rack	Perfect for both long and short uniforms. 1-2 styles per rack for small event, 3 styles for medium event and 4-5 styles for large event	2	6	10		
MANIQFEMALE	Standing Female Mannequin	Place next to welcome table (for large events only)	N/A	N/A	1		
MEDTBLCLO	Medline Tablecloth	Place on welcome table	1	1	2		
BLUETOOTHPLY	Speaker (for large event only)	Please select appropriate stations and do not play the music too loud	N/A	N/A	1		
TEMPPOLO	Temp uniform kits	Order when a Temp is requested. Multiple sizes will be provided. Return all polos and separate worn garments in plastic bag for washing.	1 kit	1 kit	2 kits		

Recommended Items to Buy/Request	Description	Small Event	Medium Event	Large Event
Mirrors	Place near fitting booths. Purchase at Walmart (black or white frame, \$5-10 each) Can be expensed; refer to policy on the Source.	Purchase 2	Purchase 4	Purchase 6
Hanger (Top)	Used to hang vendor direct tops. We suggest 10 hangers per style; order the amount needed for your event			
Hanger (Pant)	Used to hang vendor direct pants. We suggest 10 hangers per style; order the amount needed for your event			
Laptops	Order from the Sales Rep Hotline at 800-216-5954	Use your own	Order 1	Order 2
Laptop Chargers	Order from the Sales Rep Hotline at 800-216-5954	Use your own	Order 1	Order 2
Water Bottles <i>Optional</i>	Purchase small size water bottles at local store and refill when needed. Can be expensed; refer to policy on the Source.	100	150	200
Candy <i>Optional</i>	Purchase mini size at local store and refill when needed. Place in Collapsible Bowl. Can be expensed; refer to policy on the Source.	1 large bag	2 large bags	3 large bags
Temp Request	Personnel can be coordinated with Christian Fernandez. Email CAFernandez@medline.com with date, time/hours, location/address and number of people needed for the event. Include Andy Mattila (amattila@medline.com) on request. Please request 4 weeks in advance.	0 people	Request 2 people	Request 4 people

Ex: 881 PMAX SZK M
Style Number Fabric Type Sizing Kit Event Size

How to Order for a Fitting Event

Select the style, fabric type and size of event to create a SKU for your sizing kits.

Style Number	Fabric Type	Sizing Kit	Event Size	Style Number	Fabric Type	Kit Size	Event Size
		SZK				SZK	
		SZK				SZK	
		SZK				SZK	
		SZK				SZK	
		SZK				SZK	
		SZK				SZK	
		SZK				SZK	
		SZK				SZK	
		SZK				SZK	
		SZK				SZK	
		SZK				SZK	
		SZK				SZK	