

# 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 \_\_\_\_\_

**X-Small Event**  
Less than 100 fittings per day

**Small Event**  
100-300 fittings per day

**Medium Event**  
300-700 fittings per day

**Large Event**  
700+ fittings per day

## How to order sizing kits for events

Select kit size, fabric type and enter style numbers (separated by commas).

Kit Size	Fabric Type	Style Number
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This table lists the garment quantity approximations included in each sizing kit. Each kit contains a variety of colors to represent the options in each line. Note: ave XS sizing kit is available for purchase.

Garment Size	Event Size			
	XS Event	Small Event	Medium Event	Large Event
	XS Kit	Small Kit	Medium Kit	Large Kit
	Garment Qty	Garment Qty	Garment Qty	Garment Qty
2XS	1	1	2	3
XS	1	2	2	4
Small	1	2	3	6
Medium	1	3	4	7
Large	1	2	3	6
XL	1	2	2	4
2XL	1	2	2	3
3XL	1	2	2	3

Select additional items you would like to include in the order.

Some items may be more useful than others depending on the customer's needs and even format.

Item No.	Description	Instructions	Recommended Quantities			Item Shipped	Item Returned
			Small Event	Medium Event	Large Event		
FITTINGROOM	Collapsible Dressing Room	Sets up quickly, anywhere	2	4	6		
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		
SIZEMARKERS	Size Markers	Used to place on hanger to indicate size of garments; use for DIR items	1 bx	2 bx	4 bx		
MEDTBLCLO	Medline Tablecloth	Place on welcome table	1	1	2		
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		
CLIPBOARD	Clipboards	For Temps, Reps or Customers to hold order forms	4	6	10		
RETURNPOLH	Return Policy Holder	Place on table order station	1	2	3		
COLLBOWL	Collapsible Bowl	Buy individually wrapped candy and place in bowl; refill as needed	1	1	3		
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		
MANIQFEMALE	Standing Female Mannequin	Place next to welcome table (for large events only)	N/A	N/A	1		

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 upon request. Please email Blake Browning ( <a href="mailto:bbrowning@medline.com">bbrowning@medline.com</a> ) with date/time hours, location/address and number of people needed for the event. Include Zola Enkbold ( <a href="mailto:zenkbold@medline.com">zenkbold@medline.com</a> ) on your request. Please request at least 4 weeks in advance.	0 people	Request 2 people	Request 4 people

## Customer service use only

Look up SKU number for sizing kits below.

ave	Lab Coats	OR Scrubs
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