



## Alteration Form

All fields are required in order to process your order

**PLEASE NOTE:** All returned garments must be in a clean laundered condition, we are unable to accept soiled garments. Alterations will not be made to garments older than 6 months for all scar management pressure garments.

### Order Details

Date: \_\_\_\_\_

Our Original Sales Order No.: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Phone No.: \_\_\_\_\_

Email: \_\_\_\_\_

Hospital/Clinic: \_\_\_\_\_

Delivery Address: \_\_\_\_\_

\_\_\_\_\_ Post Code: \_\_\_\_\_

### Alteration Guidelines & Charges

Please see guidelines attached

## Guidelines

**Silon-TEX® II insertion**  Garment enclosed showing position of Silon-TEX® II

If the garment requires the addition of Silon-TEX® II and you are returning the garment with markings to indicate the area, please note we are only able to add to flat areas. If the garment requires disassembling in order to add the Silon-TEX® II, a new garment will need to be ordered.

### Alteration

If the garment requires alteration, please indicate if garment enclosed  and complete the following:

- Major alteration - New measure form attached
- Garment marked for alteration (will be quoted as guidelines attached)
- Minor alteration- 2 adjustments, please detail below
- Medium alteration - 3 adjustments, please detail below

All other alterations will be considered a re-cut and charged as a new garment.

#### Alteration 1

#### Alteration 2

#### Alteration 3

When completed, please click: [customerservice@jobskin.co.uk](mailto:customerservice@jobskin.co.uk) to email your electronic order form

Please download your electronic forms directly from our website - [www.jobskin.co.uk/file-download](http://www.jobskin.co.uk/file-download)

## Medigarments Classic Alteration Guidelines and Prices

**Garments will not be accepted for alteration after 6 months**

**For Information only: this is a guideline for what charge may be incurred. Within first 6 weeks from date of invoice**

Small adjustments which can be accommodated within the originally ordered garment specification, will be FOC within the first 6 weeks.

- Small reduction on circumference of arms to a maximum of 2 cm
- Small reduction on circumference of legs to a maximum 2 cm
- Shortening of sleeves or legs

**After the six-week period alterations will be chargeable**

### **Minor Alteration**

Includes up to two simultaneous alterations of the below listed examples.

- Shortening of a length to arms or legs
- Small reduction on circumference of arms or legs of 2 cm
- Adding of zips, velcro or poppers when possible
- Scoop to neckline

### **Medium Alteration**

Includes up to three simultaneous alterations. Examples listed below.

- Adding of Silon-Tex® when possible
- Adding of pocket and pad when possible
- Body length reduction
- Body circumference reduction
- Finger length reduction
- Modification to axilla

### **What is not covered under an alteration?**

- Removal of zips - recut
- Change of placement to Silon-Tex® - recut
- Change from open to closed crotch - recut
- Body lengthening - recut
- Multiple circumference changes requires a recut.
- Changes due to new measures - patient has grown is a new order

### **Medigarments non-conformity**

If the garment has not been manufactured as per the original order instructions (a non- conformity), Medigarments will alter / replace the garment free of charge.