Lab Coat Order Form

Date _____

STEP 1: Select the lab coat you wish to order by either finding it online at **griffeysuniforms.com** *(do not place order via website)* or by visiting:

Griffey's Uniforms
8609 W. Markham St.
Store hours: M-F 9 am – 5:30 pm, Sat. 9 am – 4 pm

Phone: 501-225-6007; Fax: 501-225-5664
Contact: Laura Joseph
griffeysuniforms@gmail.com

STEP 2: Complete the following information: *(Note: Choose coat or Choose logo is a dropdown box. Click to select.)*
Sizes available are either alpha or numeric, check brand to see sizes. Some brands/styles are available in Tall sizes.

Vendor: **Choose coat** Style #: Fabric Choice:

Size: Quantity:

UAMS Logo Left Side, *UAMS logo only unless using for a specific UAMS college*: **Choose logo**

Black Monogram Information: lettering for Lines 1 and 2.

Line 1:

Line 2:

Select Delivery Method: Choose **Pick Up** or **UAMS Distribution** below and complete form. *Allow 3 weeks for delivery.*

☐ Store Pick Up: **Person picking up:** Email: Phone:

☐ UAMS Distribution - Building: Room #:

UAMS Department Contact Information - Name:

Email: Phone: Fax:

STEP 3: Email form to griffeysuniforms@gmail.com or fax form to 501-225-5664 to receive quote from Griffey's.

STEP 4: Attach the quote to your purchase requisition. (Griffey's SAP vendor # is 14624)

UAMS requires that Griffey's has a UAMS Purchase Order before any item (lab coat/scrubs, etc.) can be purchased and any special order (embroidery) can be placed. Thank you! The usage of the UAMS logo is monitored by the UAMS Office of Communications & Marketing. The above guidelines have been approved by the UAMS branding standards. If you have questions, concerns, or needs beyond the above order form, please contact the Office of Communications & Marketing at 501-686-7851 or by emailing Jean Romano at JARomano@uams.edu. **Effective 11/2017.**

Griffey's Embroidery Agreement

Embroidery is typically centered above the pocket. If embroidery is too long, covers a large area, or is going on a small size coat or fashion lab coat, the following challenges need to be acknowledged by checking the box:

☐ Monogram may be covered by lapel.
☐ If name is too long it will be a smaller font and harder to read.
☐ If you request the name to be off centered to avoid lapel, PLEASE alert sales clerk.
☐ Thread color is based on UAMS guidelines
☐ Embroidery area can be pinned/marked to help with appropriate placement.
☐ If Griffey's has previously embroidered for you and you would like to repeat the placement of the monogram or change the placement of the monogram, you must provide specific instructions. Otherwise, every order is unique and placement is left up to the embroiderer's discretion.

Embroidery work will not be done unless all of the above has been checked and signed below

I understand that Griffey's Uniforms, Inc. is not responsible for the embroidery outcome. The garment(s) are per my choices above. I understand the items are **NOT RETURNABLE or REFUNDABLE** once embroidered, washed, worn or the tags have been removed.

X _____