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ALTERATION REQUEST FORM

TERMS

1. We reserve the right not to handle items that are unclean.
2. We will alter your garment according to your instructions.
3. Responsibility will not be taken if your alteration instructions are incorrect.

Date:

Order No.

Organisation Name:

Customer Name:

Contact Number:

Email:

#	ITEM DESCRIPTION & SIZE	QUANTITY	ALTERATION INSTRUCTION
			Take up? Take down? Which part of garment? How much (cm)?
1			
2			
3			
4			
5			
6			