



MADE TO MEASURE (MTM) ORDER FORM

The Made to Measure Form should be completed when additional length is required to a standard size or you fall outside the standard size range. ADA does not take responsibility for incorrect fitting garments as a result of inaccurate measurements. We therefore recommend you ask someone to take your measurements using the instructions on the measurement videos or size charts. Measurements should be Body Measurements and should not be taken whilst wearing bulky clothing or have allowances added to the recorded measurement.

Please complete the form and forward to your Authorised Purchaser for approval and ordering.

Authorised Purchasers are to email the approved form to infopowercor@ada.com.au for processing. If you need additional assistance, please call ADA Customer Service on 1800 010 200.

Employee Details				
First Name:		Surname:		Date:
SAP ID:		Male / Female (circle)		
Work Delivery Address:				
Items Required for MTM				
ITEM CODE	ITEM DESCRIPTION		QTY	SIZE TO BE ALTERED
Instructions – Please advise details of alteration/s required.				
Measurements				
CHEST	WAIST	HIP	HEIGHT	IN LEG
cm	cm	cm	cm	cm
Confirmation				
1. Have measurements been confirmed and filled in correctly? <input type="checkbox"/> YES <input type="checkbox"/> NO				
2. Advise body shape eg. Pear / Apple / Strawberry / Square / Rectangle / Hour Glass (circle or make comments)				
3. What is your commercial size?				
Comments				
Manager Name:		Date & Signature:		