

Garment Order and Deduction Form

Section 1. Employee to complete

Employee Details			
Employee Number		Employee Name	
Work Area		Role	
Area of work			
Administration	<input type="checkbox"/> Finance/HR/IT <input type="checkbox"/> Building & Facilities/Resident Services <input type="checkbox"/> Executive & Support		
Community Living	<input type="checkbox"/> Care <input type="checkbox"/> Admin & Support		
Hospitality Services	<input type="checkbox"/> Cleaning <input type="checkbox"/> Food Services <input type="checkbox"/> Laundry		
Care Services	<div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Kingia - K <input type="checkbox"/> Kingia - Admin <input type="checkbox"/> Tandara - T <input type="checkbox"/> Tandara - Admin </div> <div> <input type="checkbox"/> Waminda <input type="checkbox"/> Waminda - Admin <input type="checkbox"/> Ningana <input type="checkbox"/> Ningana - Admin </div> </div>		
Garment Supplier	Most items supplied by Uniforms at Work Website is https://www.uniformsatwork.com.au/ Order garments by completing the details on the table on the reverse side of this form		
Payroll Deduction	<input type="checkbox"/> Deduct full amount <u>or</u> <input type="checkbox"/> Fortnightly deduction Please note the minimum deduction is \$18.50 per pay: Amount \$ _____		
Employee Declaration and Acknowledgement	By signing this request, I acknowledge that: <ul style="list-style-type: none"> I authorise deductions from my pay for items purchased on credit from Uniforms@work. I understand that these credit purchases will be recorded and an invoice will be sent by Uniforms@work to SwanCare. I understand that if I cease employment with SwanCare after ordering garments that I will still be liable for any unpaid amounts owing at that time. 		
Employee Signature		Date	

Section 2. People and Culture to complete

People and Culture			
Garment Ordered Date:		Garment Issued Date	
Garment/s ordered by:			
Notes	_____ _____		
Payroll			
Total Amount to Repay		Deduction Entered Date	
Notes	_____ _____		

Important notes:

- Only select garments from the area or role applicable to you
- Double check your sizes are correct before you submit your order – If you are unsure please go to supplier to try on garment

■ Ladies ■ Men's

Prices include SwanCare Logo and GST

Code	Description	Sizes	Price	Colours	Size	Quantity
Registered and Enrolled Nurse						
CST942LS	Round Neck Scrub	XXS, XS, S, M, L, XL, 2XL, 3XL, 4XL, 5XL	\$57.75	Electric Blue		
				Navy		
				Midnight Navy		
				Teal		
				Charcoal		
				Black		
2310	Endeavour Polo	6, 8, 10, 12, 14, 16, 18, 20, 22, 24, 26	\$38.50	Pacific Blue/White		
LB3600	Oasis Blouse ¾ Sleeve Shirt	6, 8, 10, 12, 14, 16, 18, 20, 22, 24, 26	\$56.10	Mid Blue		
2192	Drift Print Short Sleeve Shirt	6, 8, 10, 12, 14, 16, 18, 20, 22, 24, 26, 28, 30	\$86.08	Teal		
				Mid Blue		
				Navy		
1310	Endeavour Polo	S, M, L, XL, 2XL, 3XL, 5XL	\$38.50	Pacific Blue/White		
265	Chambray Short Sleeve Shirt	(Neck cm) 38, 39, 40, 41, 42, 43, 44, 46, 48, 50	\$59.95	Indigo		
264	Chambray Long Sleeve Shirt	(Neck cm) 38, 39, 40, 41, 42, 43, 44, 46, 48, 50	\$60.50	Indigo		
Assistant in Nursing, Social Engagement Assistant, Wellbeing Assistant, Housekeeping Assistant						
CST942LS	Round Neck Scrub	XXS, XS, S, M, L, XL, 2XL, 3XL, 4XL, 5XL	\$57.75	Electric Blue		
				Navy		
				Midnight Navy		
				Teal		
				Charcoal		
				Black		
2310	Endeavour Polo	6, 8, 10, 12, 14, 16, 18, 20, 22, 24, 26	\$38.50	Navy/White		
LB3600	Oasis Blouse ¾ Sleeve Shirt	6, 8, 10, 12, 14, 16, 18, 20, 22, 24, 26	\$56.10	Electric Blue		
2192	Drift Print Short Sleeve Shirt	6, 8, 10, 12, 14, 16, 18, 20, 22, 24, 26, 28, 30	\$86.08	Navy		
1310	Endeavour Polo	S, M, L, XL, 2XL, 3XL, 5XL	\$38.50	Navy/White		
265	Chambray Short Sleeve Shirt	(Neck cm) 38, 39, 40, 41, 42, 43, 44, 46, 48, 50	\$59.95	Indigo		
264	Chambray Long Sleeve Shirt	(Neck cm) 38, 39, 40, 41, 42, 43, 44, 46, 48, 50	\$60.50	Indigo		
Hospitality Services						
2310	Endeavour Polo	6, 8, 10, 12, 14, 16, 18, 20, 22, 24, 26	\$38.50	White/Navy		
LB3600	Oasis Blouse ¾ Sleeve Shirt	6, 8, 10, 12, 14, 16, 18, 20, 22, 24, 26	\$56.10	White		
2192	Drift Print Short Sleeve Shirt	6, 8, 10, 12, 14, 16, 18, 20, 22, 24, 26, 28, 30	\$86.08	Navy		

Code	Description	Sizes	Price	Colours	Size	Quantity
Hospitality Services						
1310	Endeavour Polo	S, M, L, XL, 2XL, 3XL, 5XL	\$38.50	Navy/White		
265	Chambray Short Sleeve Shirt	(Neck cm) 38, 39, 40, 41, 42, 43, 44, 46, 48, 50	\$59.95	Indigo		
264	Chambray Long Sleeve Shirt	(Neck cm) 38, 39, 40, 41, 42, 43, 44, 46, 48, 50	\$60.50	Indigo		
Hospitality Services (Chef Garments)						
5CJ2	Unisex Short Sleeve	2XS, XS, S, M, L, XL, 2XL, 3XL, 4XL	\$47.74	Black		
				White		
5CJ	Unisex Long Sleeve	2XS, XS, S, M, L, XL, 2XL, 3XL, 4XL	\$49.50	Black		
				White		
5CVS	Vented Short Sleeve Jacket	2XS, XS, S, M, L, XL, 2XL, 3XL, 4XL	\$55	Black		
				White		
5CJ21	Vented Short Sleeve Jacket	6, 8, 10, 12, 14, 16, 18, 20, 22, 24	\$47.74	Black		
				White		
5CJ1	Vented Long Sleeve Jacket	6, 8, 10, 12, 14, 16, 18, 20, 22, 24	\$49.50	White		
Office/ Administration						
2310	Endeavour Polo	6, 8, 10, 12, 14, 16, 18, 20, 22, 24, 26	\$38.50	Black/White		
				Navy/White		
LB3600	Oasis Blouse ¾ Sleeve Shirt	6, 8, 10, 12, 14, 16, 18, 20, 22, 24, 26	\$56.10	Electric Blue		
2192	Drift Print Short Sleeve Shirt	6, 8, 10, 12, 14, 16, 18, 20, 22, 24, 26, 28, 30	\$86.08	Navy		
2173	City Spot Short Sleeve Blouse	6, 8, 10, 12, 14, 16, 18, 20, 22, 24, 26, 28, 30	\$77.68	Navy & White Spots		
2230	Active Double Pocket	XXS, XS, S, M, L, XL, 2XL, 3XL, 4XL, 5XL	\$67.76	Royal		
				Navy		
1310	Endeavour Polo	S, M, L, XL, 2XL, 3XL, 5XL	\$38.50	Black/White		
				Navy/White		
265	Chambray Short Sleeve Shirt	(Neck cm) 38, 39, 40, 41, 42, 43, 44, 46, 48, 50	\$59.95	Indigo		
264	Chambray Long Sleeve Shirt	(Neck cm) 38, 39, 40, 41, 42, 43, 44, 46, 48, 50	\$60.50	Indigo		
Maintenance: Names included on all shirting RHC						
Please state name to be applied: _____						
BS6893	Light Weight Drill Long Sleeve	S, M, L, XL, 2XL, 3XL, 4XL, 5XL, 6XL	\$55.55	Navy		
BS1893	Light Weight Drill Short Sleeve	S, M, L, XL, 2XL, 3XL, 4XL, 5XL, 6XL	\$52.25	Navy		
1513	Olympus Jacket	S, M, L, XL, 2XL, 3XL, 5XL, 6XL, 7XL, 8XL	\$77.55	Navy		
BPC6330	Flex and Move Pant	72, 77, 82, 87, 92, 97, 102, 107, 112 (Stout) 87, 92, 97, 102, 107, 112, 117	\$98.12	Navy		
317538	Steel Blue Parkes Boot	3, 3.5, 4, 4.5, 5, 6.5, 7, 7.5, 8, 8.5, 9, 9.5, 10, 10.5, 11, 11.5, 12, 12.5, 13	\$203.50	Black		

Code	Description	Sizes	Price	Colours	Size	Quantity
Maintenance: Names included on all shirting RHC						
332101	Steel Blue Hobart Boot	3, 3.5, 4, 4.5, 5, 6.5, 7, 7.5, 8, 8.5, 9, 9.5, 10, 10.5, 11, 11.5, 12, 12.5, 13	\$195.80	Black		
311400	Steel Blue Adelaide Boot	3, 3.5, 4, 4.5, 5, 6.5, 7, 7.5, 8, 8.5, 9, 9.5, 10, 10.5, 11, 11.5, 12, 12.5, 13	\$193.60	Black		
Universal Items						
3WSJ1	Softshell Jacket	6, 8, 10, 12, 14, 16, 18, 20, 22, 24, 26, 28	\$61.05	Black		
2513	Olympus Jacket	8, 10, 12, 14, 16, 18, 20, 22, 24, 26	\$72.60	Navy or Black		
BS506L	Stella (Mid Fit) Pant	8, 10, 12, 14, 16, 18, 20	\$60.50	Black		
BS507L	Kate (Slim Fit) Pant	4, 6, 8, 10, 12, 14, 16	\$60.50	Black		
BS508L	Eve (Curvy Fit) Pant	10, 12, 14, 16, 18, 20, 22, 24, 26	\$60.50	Black		
3WSJ	Softshell Jacket	S, M, L, XL, 2XL, 3XL, 5XL	\$61.05	Black		
1513	Olympus Jacket	S, M, L, XL, 2XL, 3XL, 5XL, 6XL, 7XL, 8XL	\$72.60	Navy or Black		
70111	One Pleat Pant (Regular)	72, 77, 82, 87, 92, 97, 102, 107, 112	\$72.60	Black		
70113	Slimline Pant (Regular)	72, 77, 82, 87, 92, 97, 102, 107, 112	\$72.60	Black		
BP6474	Cotton Drill Ripstop Vented Pant	77, 82, 87, 92, 97, 102, 107, 112 (Stout) 87, 92, 97, 102, 107, 112, 117, 122, 127, 132	\$69.25	Navy		

PPE						
AP503B	Apron RAMO Black Incl logo	90x85	\$23.92	Black White logo		
LL-4374	Impact Cap Black Incl logo		\$13.75	Black White logo		