Alterations Measurement & Fitting Card

KEEP WITH SHOP COPY

Fill in at drop-off and at each fitting. Keep this card with the shop copy of the ticket.

Ticket #: _____ Date in: _____ Taken in by: _____

Customer name: _____ Phone: _____

GARMENT

Type: ☐ Pants ☐ Skirt ☐ Dress ☐ Shirt / blouse ☐ Jacket / coat ☐ Bridal / formal ☐ Other

Description / color / fabric: _____

Label size: _____ Condition on arrival: _____

Work requested: _____

MEASUREMENTS

Write inches or cm and stay with one on this card. Fill in only the lines that apply.

Measurement	Existing	Pin to	Final
Bust / chest			
Waist			
Hips			
Shoulder width			
Across back			
Sleeve length (L)			
Sleeve length (R)			
Upper arm			
Nape to waist			
Jacket / top length			
Dress / skirt length			
Outseam			
Inseam			
Rise			
Thigh			
Hem from floor			

PIN / MARK NOTES

Pin placement, chalk marks, ease left for a final fitting

FITTINGS

1st fitting Date: _____ ☐ Done Staff initials: _____

Changes requested: _____

2nd fitting Date: _____ ☐ Done Staff initials: _____

Changes requested: _____

Final fitting Date: _____ ☐ Done Staff initials: _____

Changes requested: _____

Promised pickup date: _____ Next fitting date: _____

Free template from FrontBin, counter and ticket software for drop-off repair shops. frontbin.com

General template only. Check your local rules.

Alterations Order Ticket

SHOP COPY — keep this half

TICKET #

Shop name: _____ Shop phone: _____

Date in: _____ Taken in by: _____

Customer name: _____ Phone: _____

ITEMS AND WORK REQUESTED

Qty	Item (color, fabric, description)	Work requested	$

DATES AND PAYMENT

Fitting date: _____ Promised date: _____

Total $ _____ Deposit $ _____ Balance $ _____

Notes: _____

Staff initials: _____

CUT HERE — give this stub to the customer

Customer Claim Stub

CUSTOMER COPY — bring this stub to pick up your items

TICKET #

Shop name: _____ Shop phone: _____

Customer name: _____ Phone: _____

Items: _____

Work requested: _____

Fitting date: _____ Promised date: _____

Deposit $ _____ Balance due $ _____

Notes: _____

Items left more than _____ days after we notify you may be handled per our posted shop policy and local law.

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