

PROCEDURE

Step

1

Inform your retail stockist and/or wholesale supplier immediately about the possibility of change

so raw materials and uniform stocks can be reviewed, replenishment orders stopped or minimised.

This is **IMPORTANT** so we can minimise wastage and keep future costs down.

Stock ordering and raw materials have long lead times. In some cases, raw materials are held in stock for your school to minimise delivery times.

Step

2

Form a Uniform Committee

Parents - Teachers - School Board - Students (possibly)

Research fabric supply, costs and uniform design ideas by consulting with Shirts North.

Speak to us for advice about pre-commitment with stock on your existing uniform which may prolong the introduction of a new uniform. A nominal minimum of 18 months notice is required to implement a uniform change.

This allows stocks to be sold down and options explored. If stocks are low, an earlier implementation date can be negotiated.

Step

3

Consult on broad ideas with parents and the school community

This can be achieved with meetings and surveys.

In our experience, once surveys or meetings are held about uniforms then sales of any of the existing uniform stocks slow down or cease. Hence the importance of **Step 1**.

A realistic notice time to the supplier or stockist (**before** meetings and surveys) minimises your existing stock numbers, giving you the opportunity for an earlier implementation date. A "Phase in Phase out" works at the school, but has no effect on selling down old stocks.

The best solution to reducing stock numbers is to keep the change date "under wraps" from the general school community for as long as possible.

Step

4

Come up with ideas and colours

Ask us as your supplier for a couple of "rough" graphics to help with the final selection process.

Step

5

Sample Prototype

Once a selection is made we will make up a sample for final approval.

Step

6

Final Sign-Off

After making any changes needed, the samples would be signed off by the School P & C and/or the Principal.

Orders are now placed and production of your new look begins!