QUALITY TEAMS™
UNIFORMS & WORKWEAR | TROPHIES & AWARDS | PROMOTIONAL PRODUCTS
MADE EASY.

Uniform Program Checklist

Work through this checklist with your team before you request a quote. You don't need every answer — fill in what you know and our team will help with the rest. Email it to sales@qualityteams.com.au.

1 Your organisation

ORGANISATION

CONTACT NAME

EMAIL

PHONE

NUMBER OF STAFF

SITES OR LOCATIONS

DATE UNIFORMS NEEDED

2 Roles and garments

List each role or team and what they need

#	Role or team	No. of staff	Garments needed	Items per person	Hi-vis required?	Logo placement
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						

Example: Site crew · 12 · Hi-vis polo, hi-vis jacket, work pants · 3 polos, 1 jacket, 2 pants · Yes · Left chest + back

3 Branding

LOGO

- ☐ Vector logo file available (AI, EPS, SVG or PDF)
- ☐ Image file only (PNG or JPG)
- ☐ Already on file with Quality Teams
- ☐ Need help with artwork

DECORATION

- ☐ Embroidery
- ☐ Printing
- ☐ Not sure — please advise

BRAND COLOURS (PANTONE, CMYK OR HEX IF KNOWN)

STAFF NAMES ON GARMENTS?

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4 Fitting and sizing

- ☐ Group fitting at the Shepparton showroom
- ☐ Samples sent to our workplace
- ☐ We'll collect sizes ourselves (Team Size Collection Sheet)
- ☐ Not sure yet

5 Delivery and distribution

- ☐ Deliver to one address
- ☐ Deliver to several sites
- ☐ Collect from Shepparton

DELIVERY ADDRESS(ES) AND ANY PACKING REQUESTS

6 Ongoing ordering

WHO APPROVES UNIFORM ORDERS?

HOW ARE NEW STARTERS OUTFITTED?

ALLOWANCE OR BUDGET PER PERSON (IF ANY)

HOW OFTEN DO YOU EXPECT TO REORDER?

BUSINESS PORTAL

- ☐ Yes — interested
- ☐ Maybe — tell me more
- ☐ Not needed

7 Before you send

- ☐ Roles and garments listed in section 2
- ☐ Logo file attached (or already on file)
- ☐ Date uniforms are needed noted
- ☐ Delivery or collection chosen

OTHER NOTES OR QUESTIONS