

## GINA@WORK ADMIN UNIFORM ORDER FORM

GARMENT	TYPE	SIZE	QTY	SIZE	VALUE	TOTAL
<b>ADMIN LADIES</b>						
Coriander (Navy)	Top	28 - 50			R438.78	
Chicory (Navy)	Dress	28 - 50			R683.73	
Origano	Jacket	28 - 50			R998.17	
Mastic	Pants	28 - 50			R395.91	
Teak (65cm)	Skirt	28 - 50			R322.43	
Teak (75cm)	Skirt	28 - 50			R334.67	
Nazley	Fitted Headgear/Scarf				R180.04	
<b>ADMIN MEN</b>						
DJ (Short sleeve - Blue)	Formal Lounge Shirt	37 - 48			R438.78	
DJ (Short sleeve - Powder Blue)	Formal Lounge Shirt	37 - 48			R438.78	
DJ (Long sleeve - Blue)	Formal Lounge Shirt	37 - 48			R438.78	
DJ (Long sleeve - Powder Blue)	Formal Lounge Shirt	37 - 48			R438.78	
Beckham	Trouser	28 - 44			R420.41	
<b>ADDITIONAL</b>						
Rowan (Fleece)	Jacket	XXS - 5XL			R673.61	
<b>TOTAL VALUE (*Note that the prices above include VAT and the MHR subsidy if applicable)</b>						

Panel member name: \_\_\_\_\_ Branch Name: \_\_\_\_\_

Payment option (Please tick correct option) :

<b>One payment</b>	<input type="checkbox"/>	<b>Two payments</b>	<input type="checkbox"/>	<b>Three payments</b>	<input type="checkbox"/>
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Panel member signature: \_\_\_\_\_ MHR number: \_\_\_\_\_ Date: \_\_\_\_\_

MHR Manager full name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Thank you for ordering your uniform from Gina@Work. We trust that you will be satisfied with your garments, as well as the service you receive. MHR has selected the styles as depicted on the **2025 Gina@Work Admin uniform pricelist**. Garments are only available as described on the pricelist i.e. colour, sleeve length, fabric, etc.

### **IMPORTANT NOTE:**

1. If you require minor alterations, please consult a tailor or dressmaker. **Unfortunately, we do not do alterations.**
2. Please make sure that you order the correct item and size. **We do not refund or exchange garments.**
3. Any queries relating to your order should be directed to your uniform coordinator at MHR.

For office use only		
Action	Date	Signature
Loaded on Shared Folder		
Uniform Received		

## AUTHORITY FOR SALARY DEDUCTION

Name and Surname: \_\_\_\_\_

ID / Passport no.: \_\_\_\_\_ or MHR no.: \_\_\_\_\_

I hereby give MHR permission to deduct the sum of R\_\_\_\_\_ from my payment for:

Please mark the applicable deduction with a ✓ and fill in the correct amount to be deducted

TYPE OF DEDUCTION	TICK	AMOUNT
<b>MHR uniform</b> (Refer to the total indicated on the uniform order form)		R
<b>Training</b> (Total confirmed by the MHR facilitator)		R
<b>Name badge</b> (The first name badge is free of charge. MHR charges a fee to replace a lost name badge or for a new name badge for a rank, job title or surname change)		R
<b>Access card</b> (The first access card is free of charge. The client charges a fee to replace a lost access card or for a new access card for a surname change)		R
<b>TOTAL</b>		R

Signed at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

\_\_\_\_\_  
Signature: Applicant/Panel member

\_\_\_\_\_  
Signature: MHR representative

<p><b>FOR OFFICE USE ONLY</b></p> <p>Date deduction instruction was forwarded to MHR Pay office: _____</p> <p>Deduction submitted by: _____</p> <p>Deduction processed by: _____</p>
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