Labelling Request Form

Please complete this form and place it in a clear plastic bag with items to be labelled and leave in the "Depot"

Date: _____

Resident Name: _____

Resident ID# (4 digits) _____

Home Area: _____ **Room #:** _____

Laundry is being done by: Pioneer Manor _____ **Externally** _____

Number of Items to be labelled: _____

Name and contact information of person completing this form:

_____

Please note that all resident clothing/personal items must be labelled even if laundry will be done externally.
Reminder that Pioneer Manor is not responsible for lost or damaged clothing or any personal items.
Please report missing clothing/items as soon as possible by completing the ***Lost and Found Item(s) Report*** (located in the Information Centre or www.greatersudbury.ca/living/pioneer-manor/

Please identify the items to be labelled:

Item(s)	Color	Size	Office Use Only Employee Initial