

Ordering your first uniform

Welcome to Royal Mail. Now you're starting work with us, you need to order your basic uniform. If you're going to be working in a customer-facing job (that is, where you meet customers every day, such as on deliveries or collections), you must wear it at all times while you're at work – it identifies you as a Royal Mail employee. If you're going to be working in a non-customer-facing role (where you don't meet customers every day, such as indoors in a Mail Centre), you don't have to wear uniform, but you can order it if you wish. If you choose not to wear uniform, you must dress in appropriate clothing and always wear a Royal Mail hi-vis waistcoat. Your manager will advise you what's suitable.

This form is designed to help you place your order using the Freephone Helpline (0800 731 5 137). Please fill in all three pages **before** you call the Helpline to place your order – it will help you when you make the call.

After you've placed your order with the Helpline, you should **keep this form** in case there's a problem with your order and you need to refer to it again. If there's a problem or delay with your order, you should call the Helpline.

You'll be able to order the rest of your Royal Mail uniform once you've been with us for six weeks. Make a note of the date and call the Helpline again. Keep this form so you can refer to it then.

Your full name _____

Date you joined Royal Mail _____

Date six weeks from now _____

Your National Insurance number _____

Pay Area and Number _____

Full office Postcode _____

Office phone number _____

Your manager's name _____

Your uniform category

Tick the category (see introduction) that describes where you'll be working

Customer-facing ☐

Non-customer-facing ☐

Male

Complete this section if you're going to order a male uniform. Remember to complete your collar, shoe and hat size on Page 3. If you're outside the sizes shown, or have special requirements, tell the operator when you call.

Waist 27/28 ☐ 29/30 ☐ 31/32 ☐ 33/34 ☐ 35/36 ☐ 37/38 ☐ 39/40 ☐
 41/42 ☐ 43/44 ☐ 45/46 ☐ 47/48 ☐

Inside leg 27-29 ☐ 30-31 ☐ 32-33 ☐

If you require a shorter size than the minimum shown, please order the shortest length and take up your trousers in the normal way.

Chest 27/28 ☐ 29/30 ☐ 31/32 ☐ 33/34 ☐ 35/36 ☐ 37/38 ☐ 39/40 ☐
 41/42 ☐ 43/44 ☐ 45/46 ☐ 47/48 ☐ 49/50 ☐ 51/52 ☐

Please continue to the next page.

You'll have five shirts in total. If you work in a non-customer-facing job **only**, you can order polo shirts if you wish.

- ☐ Polo shirts. If you work in a non-customer-facing job, write in this box the number of polo shirts you require.
- + ☐ Short-sleeved shirts. Available for both customer-facing and non-customer-facing jobs.
- + ☐ Long-sleeved shirts. Available for both customer-facing and non-customer-facing jobs.
- = ☐ Total number of shirts ordered. This must equal five.

Female

Complete this section if you're going to order a female uniform. Remember to complete your collar, shoe and hat size below. If you're outside the sizes shown, or have special requirements, tell the operator when you call.

Number of:

- ☐ Skirts
- ☐ Trousers
- ☐ Culottes
- = ☐ Total of two garments.

Dress size (for skirts, trousers and culottes)

6 ☐ 8 ☐ 10 ☐ 12 ☐ 14 ☐ 16 ☐ 18 ☐
20 ☐ 22 ☐ 24 ☐ 26 ☐ 28 ☐ 30 ☐

Inside leg 25-27 ☐ 28-29 ☐ 30-32 ☐

If you require a shorter size than the minimum shown, please order the shortest length and take up your trousers in the normal way.

Blouse (dress) size

Even if you're ordering shirts instead of blouses, we need this size for your outer garments.

6 ☐ 8 ☐ 10 ☐ 12 ☐ 14 ☐ 16 ☐ 18 ☐
20 ☐ 22 ☐ 24 ☐ 26 ☐ 28 ☐ 30 ☐

Some women prefer wearing shirts to blouses. You can order any combination as long as you order five garments in total. If you work in a non-customer-facing job **only**, you can order polo shirts if you wish.

Polo shirts. If you work in a non-customer-facing job, write in this box the number of polo shirts you required.

- + ☐ Short-sleeved shirts. Available for both customer-facing and non-customer-facing jobs.
- + ☐ Long-sleeved shirts. Available for both customer-facing and non-customer-facing jobs.
- + ☐ Short-sleeved blouses. Available for both customer-facing and non-customer-facing jobs.
- + ☐ Long-sleeved blouses. Available for both customer-facing and non-customer-facing jobs.
- = ☐ Total number of shirts and blouses ordered. This must equal five.

Please continue to the next page.

Male and Female

Everyone must complete this section. If you're outside the sizes shown, or have special requirements, tell the operator when you call.

Collar size

We need this from men and from ladies who order shirts.

14 ☐ 14½ ☐ 15 ☐ 15½ ☐ 16 ☐ 16½ ☐ 17 ☐
17½ ☐ 18 ☐ 18½ ☐ 19 ☐ 19½ ☐

Footwear

We supply shoes and boots in sizes from 3 to 15. If you need a size outside that range, please tell the operator when you place your order.

Shoe size

Hat size

Small (22") ☐

Medium (23") ☐

Large (24") ☐

Extra large (26") ☐

Your basic uniform

When you join Royal Mail, your basic uniform consists of shoes (indoor or outdoor, and safety if required), trousers, shirts, fleece jacket and hi-vis waistcoat (or female variations). Once you've been with us for six weeks, you should order the rest of your uniform.

Full outdoor uniform

If you work outdoors, on deliveries or collections for example, you can usually order a stormproof coat, leggings, outdoor boots, a summer and a winter cap, a belt, shorts and a summer hat.

Full indoor uniform

If you work indoors, in a Mail Centre for example, you can usually order a dustjacket, a summer cap and a belt.