THE ORDER FORM PROCESS

#1 PATIENT INFORMATION
Every device is engraved with the patient’s name. Please check the spelling of the name and be sure it is legible. Include the shoe size for an accurate extension length. Gender tells us the sizing scale, weight confirms a compatible plate thickness, and date of birth determines whether we allow room for foot growth. For the best fit, include a copy or scan of an insole.

#2 ORDER OPTIONS
These upgrades incur an additional charge. Please see the price list for details. Select rush service or expedited mailing. Prepaid UPS or USPS mail labels can also be found here.

#3 SHIPPING
Include a shipping address if it is different from the office. Please check the address to avoid shipping delays.

#4 BARCODE LABELS
SOLO provides barcoded labels unique to your account. This simplifies paper order form completion. Be sure to apply your barcode on every order.

UNDERSTANDING THE ORDER FORM
The order form has two distinct parts. The black outlined area on the left shows everything that is included in the base price. Stay on the left side to manage your costs. The right side of the form lists upgrades to your order. Sections A-E correspond with the price list to easily understand your costs.

#5 LET’S GET STARTED
Select a Premier device type. Functional and Dress devices have a polypropylene shell. Select a shell rigidity or thickness using the weight chart as a reference. Upgrades to the shell are available in Box A. (Refer to the price list.) Accommodative devices require a shell length.

#6 INCLUDED OPTIONS
The options listed here are included in the base price. (Refer to the price list for details.) Use the right side of the form for additional accommodations.

#7 SUPPLIES
Download order forms at SOLOlabs.com or request more forms in this section.

SOMETIMES YOU NEED MORE, CONSIDER UPGRADES.

A. UPGRADED PLATE
Looking for something other than polypropylene? Box A shows the additional plate options. Refer to A on the Optional Premier Upgrades section of the price list for details.

B. ARCH REINFORCEMENT AND INTRINSIC HEEL PADS
You’ll find this in Box B. Refer to B on the Optional Premier Upgrades section of the price list for details.

C. ADDITIONAL ACCOMMODATIONS
Whether you need a full-length extension, Morton’s extension in padding, or cutout in padding, this is where to look. Choose any combination of these options for one flat fee. Refer to C on the Optional Premier Upgrades section of the price list for details.

D. TOE FILLER
Add any variation per foot, from trans-met to single digit fillers. Refer to D on the Optional Premier Upgrades section of the price list for details.

E. TOP COVER UPGRADES
Choose either option for a flat fee. Refer to E on the Optional Premier Upgrades section of the price list for details.

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