

THE ORDER FORM PROCESS

Serve Others, Love Others

#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.

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.

SOLO PREMIER
Serve Others, Love Others

1 PATIENT INFORMATION: Name, Shoe Size, Date of Birth, Weight, Gender, Previous Rx#, Date.

2 ORDER OPTIONS: Return Positive Molds, SOLO Boxes, US Mail, UPS Label, RUSH upgrade: Next Business Day, 3 Business Days, OVERNIGHT, Mail-to-Patient INCLUDE SHIPPING ADDRESS (TO THE RIGHT).

3 SHIPPING INFORMATION: Street Address, City, State & ZIP, Physician's Signature, Barcodes, Order Forms.

4 PLACE A BARCODE LABEL HERE

5 FUNCTIONAL, STANDARD DRESS, ACCOMMODATIVE: Polypropylene shell by patient weight, extrinsic rearfoot post, standard heel depth, and orthotic width, Leatherette top cover to mets. Shell Rigidity: Flexible, Semi-Flexible, Rigid. Heel Depth: X-Deep, 18 mm; Deep, 15 mm; Standard, 12 mm; Low, 8 mm; X-Low, 5 mm. Shell Width: Wide, Standard, Narrow, Hourglass. Medial Flange/Platform, Lateral Flange, Lateral Clip, 1st Met Cut Out, K Wedge, Morton's Ext. in shell, Turf Toe, POSTING: Forefoot, Rearfoot, Heel Lift, Heel Pad, Horseshoe Pad, Met Pad, Met Bar, Scaphoid Pad, TOP COVER (choose 1), Top Cover Length.

6 OPTIONAL UPGRADES: A UPGRADED PLATE, B ARCH REINFORCEMENT AND INTRINSIC HEEL PAD, C ADDITIONAL ACCOMMODATIONS: Padding, Out Out, Channel, Balance Pad, Dancer's Pad, Morton's Ext Pad, D TOE FILLER, E UPGRADED TOP COVER.

Lab Standards apply when order form is incomplete. *If shoe size is not supplied, any repair charges needed will be applied.

SOLO
LABORATORIES, INC.