

THE ORDER FORM PROCESS

Serve Others, Love Others

#1 PATIENT INFORMATION

Every device is labeled with the patient's name, so 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 will 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 verify 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 outlined area on the left (#5 and 6) 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 default to a 3D nylon shell or polypropylene as needed. Select a shell rigidity or thickness using the weight chart as a reference. 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 3D Nylon or 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

Make your selection 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 to extend your top cover. Refer to E on the Optional Premier Upgrades section of the price list for details.

SOLO PREMIER LABORATORIES, INC.

1 PATIENT INFORMATION: Name, Shoe Size*, Date of Birth, Sex (Male/Female), Shoes/Insoles Enclosed.

2 Order Options: SOLO Boxes, US Mail Label, UPS, RUSH (Next Business Day), 3 Day Rush, OVERNIGHT (BUSINESS DAY), 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 AGENCY LABEL HERE

5 FUNCTIONAL, STANDARD DRESS, ACCOMMODATIVE: Shell by patient weight, intrinsic heel depth, low heel depth and lift, Leatherette top cover to metatarsals, EVA Shell, Leather Shell, Firm Plastizote Shell.

6 POSTING: Forefoot, Runner's Wedge, Rearfoot, Heel Lift, Heel Pad, Horseshoe Pad, Scaphoid Pad, Met Bar, Met Pad.

A UPGRADED PLATE: Performance Rx, Engineered Nylon, Carbolast B, Graphite, DBX Graphite, 3mm, 25mm, 29mm.

B ARCH REINFORCEMENT AND INTRINSIC HEEL PAD: Standard, Reduced Bulk.

C ADDITIONAL ACCOMMODATIONS: Padding, Cut Out, Padded Flange, Balance Pad, Dancer's Pad, Morton's Ext Pad.

D TOE FILLER: To Sulcus, To Toes.

E UPGRADED TOP COVER LENGTH: To Metatarsals.

Lab Standards apply when order form is incomplete. * If shoe size is not supplied, any repair charges needed will be applied. Default shell material is 3D Nylon.

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