# **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, and weight confirms a compatible plate thickness. 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 and/or expedited shipping. 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 printed shell. Select a shell rigidity or thickness using the weight chart as a reference. Accommodative devices default to a full length shell.

#### **#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 a 3D printed shell? 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

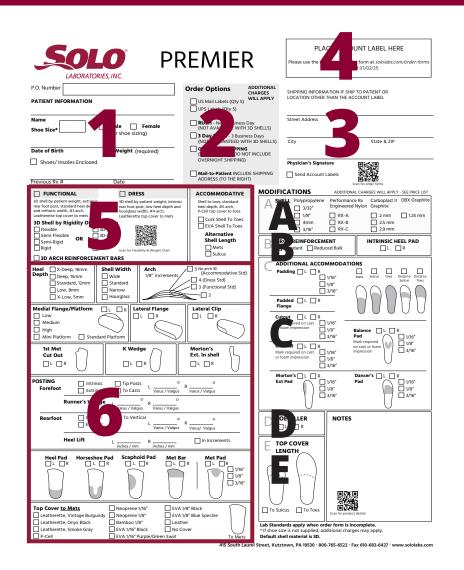
Whether you need a full-length extension, Morton's extension in padding, or cutout in padding, this is where to look. Choose any combination of these options for one flat fee. Refer to C on the Optional Premier Upgrades section of the price list for details.

#### **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.





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