

Laundry Services Enrollment Form

Auxiliary Services

Morgan Laundry Services provides laundry services for the labs and research community in Evanston and Chicago. Once enrolled in the program, you can charge the service to your Northwestern chart string.

Enrollment Instructions:

- 1) Complete this form to enroll in the program.
- 2) The FIRST time that you send a soiled garment for processing, print a copy of this form and place it in the pocket of the coat. If you have multiple garments, place them all in one bag with the printed copy of the enrollment form.
- 3) Submit the form to Morgan Laundry Services via email. You may use the buttons at the bottom of the form, or you can save this PDF and attach it to an email.
- 4) Place your soiled garments at one of the drop points in your area (look for the baskets with yellow bags) or in the stockroom on your campus.

Morgan Laundry Services will process the form and send a confirmation email. Morgan Laundry Services will attach a unique bar code to the inside collar of customer-owned lab coats.

This submittal is a: New Enrollment Change to an Existing Morgan Enrollment

Garment Owner Name: _____ Date: _____
LAST NAME FIRST NAME

Contact Name: _____ Department/Lab: _____
LAST NAME FIRST NAME

Building Name: _____ Dept./Lab Room #: _____

Address: _____ Campus: Evanston Chicago

Campus Phone: _____ Campus Email: _____@northwestern.edu

Clean Drop-Off Location: _____

Chart String: _____
FUND (3) DEPT ID (7) PROJECT (8) ACTIVITY (2) PROGRAM (4) CHART FIELD (4) ACCOUNT (5)

Notes: If you need to charge different garments to different chart strings, please fill out a separate form for each chart string. In most cases, **laundry service is not allowed as a direct charge to a grant.** Please provide a non-sponsored chart string. Contact your grant administrator or ASRSP at 1-4710 for assistance.

GARMENT INFORMATION If you need to list more garments, attach an additional page.

Garment Type	Estimated Frequency of Cleaning	Qty.	Size
<small>Lab Coat, Scrub Sets (Shirts & Pants), Barrier Gowns, Towels, Other (Please specify)</small>			
_____	<input type="checkbox"/> Weekly <input type="checkbox"/> Bi-Weekly <input type="checkbox"/> Monthly	_____	_____
_____	<input type="checkbox"/> Weekly <input type="checkbox"/> Bi-Weekly <input type="checkbox"/> Monthly	_____	_____
_____	<input type="checkbox"/> Weekly <input type="checkbox"/> Bi-Weekly <input type="checkbox"/> Monthly	_____	_____

If the email submit button doesn't work, save this form and email to FortenerM@morganservices.com and t-mcclain@northwestern.edu, or print the form and include it in your first garment drop-off.