



Presents:

Our Shoe Fitting Program

1. As your shipment arrives, make sure the shipment includes all the sizes we sent.
2. Go to www.bandtoday.com and click on “Buying and Fitting Shoes”. Find the “Shoe Order Forms” and print a copy of your shoe’s form.
3. Line the shoe boxes from the smallest to the largest, placing the right shoe on the top of each box.
4. Place a chair behind each shoe box for students to sit in while they try on the shoes. You may wish to write the number of each size individually on 8.5 X 11” paper and tape it to the back of the chair so the students can easily locate the shoes they should try on.
5. Seat your students one at a time and fit them in their size. We don’t normally send half sizes or wide shoes in the sizing range, but it is easy to tell if a student is between whole sizes or if they need a wider shoe.
6. After fitting all the students, you will likely need most of the shoes we sent you. Keep the sizes you need, but be sure to mark those student's names and sizes off your shoe request list. For instance, if you have a student who needs a men’s size 8, just keep the one we sent from the sizing range, but be sure that you don’t include those size 8 shoes in your final tally of all the size 8 shoes you will need in your bulk order.
7. Place your order for the balance of shoe sizes needed for your students, using the order forms provided on www.bandtoday.com. You may call, fax or email us with your order.
8. On occasion, we will have sent shoes in sizes you do not require. Many bands choose to pay for and keep these shoes for future fittings. If you would rather return them to us for a credit, please see the “Returns” section of www.bandtoday.com.