Garment Drop-off Procedure: 7 Easy Steps

1. To enter incoming Soiled Lab Coats go to “Maintenance” on main screen and choose “Distribution Slip Entry”.

...You will then see this screen.

2. Enter the following in “Drop Off Contact” box: (Mandatory) Name with drop off location example: Jeff Beeler-NCRC dock 90, Email address (this must be a UM email address), and Department Short Code should be entered in the Cost Center Box. You may use the search button to search for drop off information if person has already been entered into the system (Double check and make sure information is correct including cost center).

3. You do not have a scanner, always ignore the Scan garments box. If you have personalized (logoed) coat/s click Personalized garments box. Choose the wearer from the drop down box. If you cannot find the wearer in the drop down box click New Wearer from the drop box (first option at the top), and type in the first name and last name. After you enter the first and last name, include the number of coats for that wearer then click add.
4. If there are plain garments enter the quantity of these garments and click on Add. (Pic) **Do not click Personalized Garments.** Enter the number of garments in the “Number of Pieces” box. Then click Add. Please uncheck the Personalized Garments box.

5. When this step is complete verify that the number of garments being sent matches the number represented on the screen. (Pic) Non-Personalized are plain white coats, Personalized have first and last name on the coat.
6. If all information is correct and accurate click the “Create Slip” box.

Number of pieces on slip: 18
(Make sure pop ups are allowed for this website)

7. Two Customer slips will be shown on the screen. It is now time to print. Print using the process you normally use on your computer. The result will be one 8X11 sheet of paper with two customer slips on it (see below). Tear the paper in 1/2 so you have 2 tickets or print 2 copies. One is to be kept by the drop off person for your records, one is placed in the bag with the soiled garments with that ticket (each created ticket must have a separate soil bag).

Now just email us at ServiceMichigan@morganservices.com to let us know where (building and dock) you need us to pick up your bag. Include building and dock in your email.

Your bag will typically be a clear plastic bag used in the past when UM Laundry Services did your pickup. However, as long as you have
a bag with the slip inside we will pick up your bag. Please make sure your dock employee is aware of your bag as well.

Morgan Services will pick up your bag on either Tuesday or Friday only. Please email us by no later than 10AM the day before in order to have your bag picked up. If after 10:00 AM your bag will be picked up the next Tuesday or Friday whichever is first.