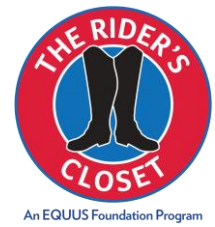


# REQUEST FORM: PLEASE READ FIRST



This cover sheet explains how our program works, and it will help you to provide all the information we need to accurately fulfill your request. We will never share your personal data with a third party, but we do need it for correct sizing, to contact you with any questions, and to create your shipping label.

The Rider's Closet was founded to serve anyone who wishes to ride but is challenged by the cost of acquiring show or schooling apparel. We know this is an expensive sport, and we also know how life-changing it is to partner with a horse. We are here to help make riding at any age and all levels more accessible. *Thank you for being respectful of our mission* and the generosity of the many donors who help us carry out our work.

**Requests generally are fulfilled within 1-2 weeks of our receiving your form.** Certain times of the year are busier (e.g., fall), and that will affect turnaround time. Thank you for understanding that we are a small team managing a large nationwide charitable program. We prioritize first-time requests over repeat requests, which means you may wait longer if you've already received a package from us within the year. Unless there are special circumstances to consider, we usually do not fulfill more than two requests per year for a rider.

**Every new and gently used item in our inventory is donated to us,** and availability changes based on what we receive and when we receive it. **For safety reasons, we cannot provide helmets or protective vests.** It is difficult for us to match brand or style requests, but if you are required to wear a certain color, please tell us and we will do our best to make that happen.

**\*The section with the blank lines at bottom left is where you indicate which items you need.\*** Please use it to tell us which apparel you are requesting, if any colors are required, whether you need the apparel for showing or schooling/lessons, and whether you need the items by a certain date (we can't guarantee timing, but we always try our best). If this section is not completed, fulfillment will be delayed while we contact you and ask you for the information. The box at the bottom right is for our use during fulfillment. Please leave that section blank.

**Please provide an email address and print it as clearly as you can.** We use it to contact you if we have questions, and we also provide it to UPS in case they have issues with your delivery and need to contact you.

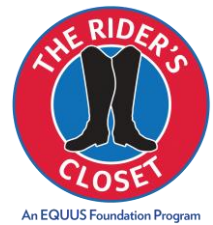
**If you don't know your equestrian sizing for shirts, breeches and coats, that's OK.** Please provide either your retail sizing or S/M/L to give us a basic idea.

**We cannot fulfill your apparel request unless you provide your measurements.** This is true for both adult and youth applicants. We receive a wide range of U.S. and international brands, styles and sizing systems from our donors, and they can vary by several inches in length and width. In addition, some of the items are custom-made or have been altered. Even if you know your equestrian sizing, the only way we can get close on fit is by using the rider's height, weight and measurements as a guide. Our only goal is to get you the right riding gear, and we will be very respectful of your confidential personal information throughout our process.

**Everyone requesting tall boots or half chaps must provide calf width and height in inches.** We are not able to go by descriptions like "slim" and "tall." Each manufacturer has a different definition of those terms, and we also receive many custom-fit boots from donors. Calf width is measured around the widest part of the calf. For most adults, it's somewhere between 12"-16". Calf length is measured from the bare heel where it meets the floor up to the back of the knee. For most adults, calf height range is 16"-20". **Please note that most of the adult tall boots donated to us happen to be less than 16" wide and are at least 18" high.** For tall boots, please also indicate field (laces) or dress (no laces). We will have a better chance of finding you boots if you can use either field or dress. If you are requesting only paddock boots and do not need half chaps, we will not need calf measurements.

**If you have any questions,** email (riderscloset@equusfoundation.org) is best and will receive the fastest response, or you can call us (914-485-1523). Please note we do not take requests by phone, only in writing.

# REQUEST FORM



Please clearly print or type your info and send completed form to:

The Rider's Closet | 108 Village Square | PMB 309 | Somers, NY 10589

riderscloset@equusfoundation.org | Ph: (914) 485-1523 | Fax: (914) 485-1525 | Cell: (646) 988-2180

**\*\*\* PLEASE READ THE FOLLOWING INFORMATION BEFORE COMPLETING YOUR FORM \*\*\***

This program was founded to serve riders in need. Thank you for being respectful of our mission. Every item in our inventory is donated, and availability is limited to what we receive and when we receive it. For safety reasons, **we cannot provide helmets or protective vests**. Packages are shipped within the U.S. only, free of charge to you. To ensure clear communication, **requests must be sent in writing** by mail, email or fax. You are welcome to call us with questions, but we cannot fulfill verbal requests left on the voicemail. *Thank you!*

Name \_\_\_\_\_ Date \_\_\_\_\_

Address (no P.O. boxes, please) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email (for UPS notice) \_\_\_\_\_

Have you ever submitted a request before?\*  Yes  No If yes, when? \_\_\_\_\_

\*You will be able to request items from us more than once. We will prioritize first-time requests to ensure we serve as many riders as possible.

How did you hear about The Rider's Closet? \_\_\_\_\_

Please complete this entire section as accurately as possible. If you do not know your equestrian sizes, please provide retail or S/M/L. **Measurements (in inches) are required for all adult and youth apparel requests.** After completing this section, please also **\*provide your requested list of items\*** on the blank lines at bottom left.

M/F \_\_\_\_\_ Child/Adult \_\_\_\_\_ Age if Child \_\_\_\_\_ Shirt Size \_\_\_\_\_ Pants Size \_\_\_\_\_ Coat Size \_\_\_\_\_

Height \_\_\_\_\_ Weight \_\_\_\_\_ Waist Measurement \_\_\_\_\_ Chest \_\_\_\_\_ Inseam \_\_\_\_\_

Boots:  Field  Dress  Paddock Shoe size \_\_\_\_\_  Child  Adult

Calf Size for Boots/Half Chaps (width around widest part, height from bottom of bare heel to back of knee) W \_\_\_\_\_ H \_\_\_\_\_

Your primary discipline(s):  Hunter/Jumper  Equitation  Eventing  Dressage

Therapeutic riding student  Non-competitive  Other \_\_\_\_\_

**\*\*\*IMPORTANT\*\*\* Please specify below:**

- Which items you need and any required colors
- If the items are for showing or schooling/lessons
- If you need them by a certain date (we'll try our best!)

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<b>For TRC Staff Use Only – Please Leave Blank</b>					GB
QU	N/U	ITEM(S)	SIZE(S) & M/W/C	SHIPPED	BY
___	N/U	Breeches	_____ M/W/C	_____	_____
___	N/U	Coats	_____ M/W/C	_____	_____
___	N/U	Shirts	_____ M/W/C	_____	_____
___	N/U	½ Chaps	_____ M/W/C	_____	_____
___	N/U	Pad Boots	_____ M/W/C	_____	_____
___	N/U	Tall Boots	_____ M/W/C	_____	_____
___	N/U	School Top	_____ M/W/C	_____	_____
___	N/U	_____	_____ M/W/C	_____	_____
___	N/U	_____	_____ M/W/C	_____	_____
Included note in package? _____				P/U or D _____	
Entered by: _____				Date: _____	