FLORIDA ATLANTIC UNIVERSITY
Charles E. Schmidt
College of Medicine

White Coat / Scrubs Order Process

Jeff Clark - 2026-06-19 - COM Facilities

To improved efficiency, the White Coats ordering process is being changed to follow the standard procedure used to purchase any commodity at FAU. COM Facilities will no longer be involved with this process.

(1) **COMPLETE ORDER FORM**

Download the attached File "Schmidt Logo White Coat Order Sheet" ** or Scrubs form

Fill out the form with the Names, Logo name, Style Number, Size and Quantity.

** *IT IS CRITICAL TO ENSURE THE NAME AND ANY CREDENTIALS ARE CORRECT***

(2) **SUBMIT FOR QUOTE**

Once the form is completed and you have verified the spelling of each individual name jacket size, and quantity, email it to: steve@chadandjake.com and jake@chadandjake.com to obtain a quote.

(3) **PLACE ORDER**

Once you receive the quote back, you will need to verify the information on the quote (Name, spelling, punctuation, coat size, quantity)

Once the quote is validated, submit a PO request in Workday, be sure to include the quote as an attachment in Workday. * *If you need assistance on how to enter a PO request in Workday, please email ComFacilities@health.fau.edu and we will assist you.*

The Vendor's name is United Medwear, LLC

Include the Quote with the PO request

Note: All coats will be shipped via UPS. Shipping Charges will be included for each order.

(4) **ORDER RECEIVED**

Just as with all packages, once your order is received, COM Building Ops team will notify you and deliver to your office (where applicable).

NOTES:

- Orders can take 4-6 weeks to receive once the order has been placed. Note that orders can take longer if the jacket is on backorder.
- You are responsible for the cost of any reprints due to spelling errors on the form or quote.
- **Residency Orders must be done on the correct form with the correct Logo/Residency Name. To obtain the order form for each of the Residency's, please email ComFacilities@health.fau.edu

- To check the status of an order, contact United Medwear directly at steve@chadandjake.com

Attachments

- Schmidt Logo white coat order sheet.xlsx (217.19 KB)
- Department of Medicine Order form.xlsx (171.89 KB)
- Scrubs-order-form.xlsx (657.34 KB)
- FAU Medical Group Logo white coat order sheet (1).xlsx (123.07 KB)
- Surgery-white-coats.xlsx (166.15 KB)