## **Gear Request Form**

Gear Request: Please use this form to request gear.

Review <a href="https://wiki.mozilla.org/GearStore">https://wiki.mozilla.org/GearStore</a> before ordering your gear. You will find guidelines for gear usage plus information about what gear is available.

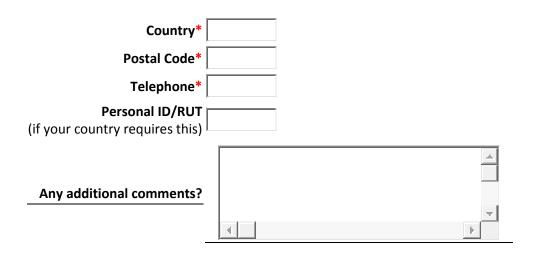
- 1. Choose what items you would like to request.
- 2. Complete and submit the request below.

First Name\*

- 3. Requests are reviewed by the Gear Coordinator every Monday.
- 4. If approved, your order will be sent to Staples for processing and shipment. You will receive an email confirming your order was approved.
- 5. If your order is not approved, you will receive an email with an explanation why it was not approved or a request for more information.

Requests will only be visible to the person who submitted it, any persons designated in the CC line, and authorized members of the Mozilla Engagement team.

l l	
Last Name*	
Email Address*	
СС	
My MozSpace*	
Team + Department Code*	
Purpose of Gear*	??dropdown with options listed at bottom??
Gear needed* Include item #, item name, color, size, & quantity	★ ▼
Ship to information	
First name*	
Last name*	
Address*	
Address 2	
City*	
State*	



## \* - Required field

Thanks for contacting us. You will be notified by email of any progress made in resolving your request.

If this is a time-sensitive request, please place a space request. More information can be found at https://wiki.mozilla.org/GearStore/SpaceRequests.

## Purpose of Gear options:

Campaign

Event: [link to wiki]

Gear closet at a moz space: [indicate space]

Mozillian recognition

Onboarding

Press

VIP

Recruiting

Other: [more information please]