

TayCo Custom Order Form

Step-by-Step Instructions for the TayCo Custom External Ankle Brace:

Email or Text Completed form to

orders@taycobrace.com (E-mail is preferred for photo quality)

Customer Service 574.968.0066 | Fax 574.245.8882

Step 1 Patient, Shipping, and Billing Information

TayCo Representative Name _____

Date _____ Right Left Bilateral

Pt First Initial _____ Pt Last Initial _____ Age _____

Diagnosis _____

PO _____

Referring Physician _____

Company Name _____

Contact _____

Phone Number _____ Fax Number _____

Billing Address _____

City _____ ST _____ Zip _____

Billing/Invoice E-mail _____

Shipping Address _____

City _____ ST _____ Zip _____

Shipping Notification E-mail _____

Order Confirmation: Fax E-mail

Step 2 Fabrication Requirements, Select:

- Custom from Measurements** (Proceed to Step 3a)
Photos of shoes (no sandals or flats) are required for fabrication
- Custom from Casts** (Proceed to Step 3b)
Please send a cast of the patient's leg while wearing their shoe for fabrication. **Mail to:** 17530 Dugdale Dr. South Bend, IN 46635
- Custom from Scan** (Proceed to Step 3c)

Step 3a Custom from Measurements:

Please take 6 measurements on this side of the order form using the diagrams in the next column. **and**, 4 photos detailed on page 2 of this document. *Photos of shoes (no sandals or flats) are required for fabrications.*



Figure 1 | With shoe off, but a boot on

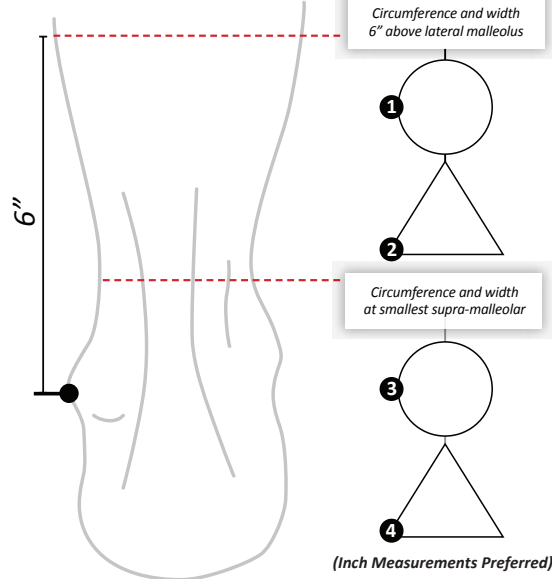
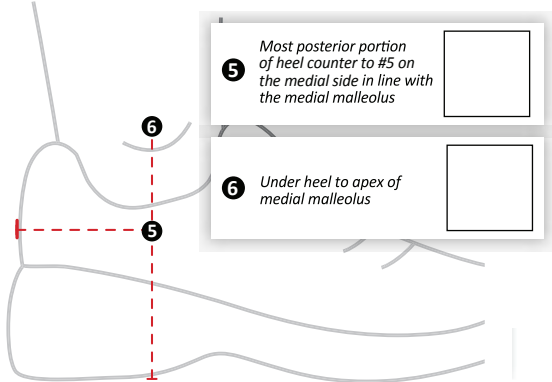


Figure 2 | With shoe on (walking/jogging shoe or workboot)



Step 3b Custom from Cast:

Cast patient's leg over the shoe (weight bearing)
Video Instructions: [Click Here](#)
Please send a cast of the patient's leg while wearing their shoe for fabrication: **17530 Dugdale Dr., South Bend, IN 46635**
(Including measurements and/or photos can also be beneficial)

Step 3c Custom from Scan:

Scan patient's leg with shoe on (weight bearing) -
Video Instructions: [Click Here](#)
(Including measurements and/or photos can also be beneficial)

Step 4 Provide Shoe Information

The TayCo brace is fabricated to fit over the footwear the patient provides at their measuring and fitting appointments. For ultimate fit and function, this shoe (**WALKING/JOGGING SHOE OR WORK BOOT**) should be worn exclusively with the device.

Size _____ Men Women

Brand _____

Model _____

Step 5 Select Hinge Option

- Free Motion** Standard for most patients
- Imobilized at 90°** (Can be converted to ROM)

Step 6 Select rush fabrication and/or shipping

Our current lead time is averaging 4-6 weeks.

If you need more quickly, please check one of the following options:

- Next Day Rush Fabrication \$105 Fee
- Same Day Rush Fabrication \$130 Fee

Shipping Options

- UPS Ground \$18.00
- 2nd Day (by 12:00 p.m.) \$35.00
- Next Day (by 10:30 a.m.) \$60.00
- Return Impressions at Time of Shipping \$20.00/piece

Step 7 Provide any additional notes:

Step 8 Before submitting, please verify:

For Custom from Measurements
6 measurements and 4 photos are included

For Custom from Cast
The cast was taken with the shoe on and includes the ankle and lower leg (to mid-calf)

For Custom from Scan
The scan was taken with the shoe on and includes the ankle and lower leg (to mid-calf)

Step 9 Submit forms

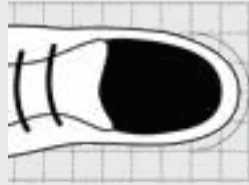
Email or Text Completed form to
orders@taycobrace.com (E-mail is preferred for photo quality)
Customer Service 574.968.0066 | Fax 574.245.8882
If applicable, send cast to **17530 Dugdale Dr., South Bend, IN 46635**

Four photos are required to fabricate a TayCo brace from measurements.

- Pictures taken on smart phones are acceptable.
- Position the heel of the shoe on the grid in the indicated area. While completing steps 1-3, do not move or reposition the shoe.
- To ensure a perfect fit, measure printout for accuracy before you begin (instructions on grid)

ONE

Take an overhead view of the shoe on the grid. Make sure the grid is clearly visible in the photo.



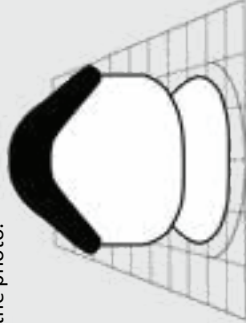
TWO

Take a lateral view of the shoe. The grid must be visible for accurate fabrication.



THREE

Take a posterior view of the shoe. Make sure the grid is clearly visible in the photo.



FOUR

With shoe on and weight bearing, take a posterior view of the ankle. No grid necessary.



If the red line is not 10", print to scale at 100%

10"

Print to scale at 100%

SHOE HEEL

PO for TayCo