



We are happy to welcome you as a referring agency to our Men@Work and Women@Work Clothing Closets. Here is some information you will need as you begin to refer clients to us.

*How to Make a Clothing Appointment:*

- Go to [www.denverworks.org](http://www.denverworks.org).
- Click on the Make an Appointment link, from the Clothing Closet tab on our home page.
- Select Men@Work or Women@Work, based on your client's needs.
- Enter your username.
- Enter your password.
- *NOTE: There is only one username and password for your entire agency.*
- Click on Log In.
- Select Men@Work or Women@Work.
- Select the date and time of the appointment.
- Fill out all client information under Referral Form. (Do not attempt to change any information on your profile.)
- Click on the "Make Appointment" button to complete your transaction.
- *NOTE: The Appointment Quest system only allows one e-mail address as the primary contact for each agency. Your agency must determine who will receive the e-mail confirmations from Appointment Quest; that person should forward them on to the appropriate case manager.*

*Please note:*

1. *There is only one username and password for your entire agency. Your login information is to be distributed to agency employees only. If you suspect that your username and password have been given to anyone else, please contact us immediately.*
2. *There is also only one phone number and e-mail designated for your entire agency. This e-mail address will be used to notify you of any account changes and confirm appointments set for your agency's clients.*
3. *Your agency will be referred to as the Customer. When prompted for any customer information, please fill in your agency information, NOT client information. The My Appointments tab at the top of the page displays all appointments from your agency. Click Details and the + next to appointment form to see all information.*

**Clothing Closet Guidelines:**

- Men@Work is open on Mondays from 10:00 until 2:00 and Women@Work is open on Tuesdays and Wednesdays from 10:00 until 2:00.
- You may schedule appointments up to 14 days in advance. If Appointment Quest does not allow you to make an appointment, it is because all slots within the next 14 days are full.
- Referrals should be limited to clients who are job-hunting or recently employed.
- Due to staffing and clothing resources, we limit visits to once a year for each client.
- Clients must be referred and have an appointment to use our closets. We do not accept walk-ins.
- DenverWorks has casual and professional business clothing for a variety of job settings. We rarely have work boots available.
- Women may take up to five outfits and men may take up to three outfits. We require clients to try on clothing to ensure a proper fit. Clients must wear underwear to their appointment.
- Please remember that our closets rely on clothing donations, so we cannot guarantee sizes or styles of clothing. We reserve the right to alter the number of outfits a client receives depending on our supply of clothing.

*We look forward to serving your clients! The DenverWorks Team*