CUSTOMER ACCOUNT #:	DATE RECEIVED:	DATE RECEIVED:			SHIP DATE:	CTRL#:		
Performance Date		>	Order Taken By:	☐ Choir ☐ Band ☐ Orchestra	Check if you Check if are a new matching customer. earlier ord	☐ Check if you ☐ Check if ordered earlier by earlier by individually. phone or online		
Ship To School:				Store #	Check O	ne Payment Plan e shipped until we receive:		
Director's name:		Prepayment in Full (No Personal Checks Please!) (Cashier's Check, Money Order, Activity Fund or Organization Check)						
Street Address:					Copy of District or Sch			
City:		Credit Card Billing Information						
E-mail:					Name on Card:			
Acct. E-mail:					Card			
ITEM # & COLOR	DESCRIPTION		UNIT PRICE	AMOUNT	-	CID#		
					Street #:			
					Remarks			
						Shirts		
					Y .			
					Coats/Blazers	Pants		
						1 4.1.0		
Skirts	Dresses/Blouses		Subtotal					
			Shipping & Handling					
		1	Sales Tax*					
			Balance Due					
			Vests					
Sales tax will be charged depending on y	our city and state code.							

## If you want a specific size from charts DO NOT send measurements.

Measurements								Sizes from Charts			
Last Name, First Initial	M or F	Full Height Required	Chest or Bust	Waist	Hips	Neck	Sleeves	Shirt or Blouse Size	Coat/Blazer or Gown Size	Pant or Skirt Size	Vest Size
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## FORMAL FASHIONS INC.

Visit www.formalfashionsinc.com to view our "How to Measure" video.

## How to measure for her garments

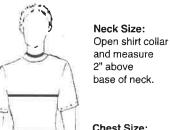
**Height:** With shoes on, stand with your feet slightly apart and your back to a wall. The measurement from the top of your head to the floor is your height.

Bust Size: Measure snugly (under arms) around fullest part of bust. Keep measuring tape parallel to ground.

Waist Size: Measure snugly around the narrowest part of waist, usually the belly button area.

Hip Size: Measure snugly around the fullest part of

## How to measure for his garments



Sleeve Length: With arm down at side, start tape at center of back (at the neckbone). Measure with tape over TOP of shoulder, and down to the end of cuff (at the wrist bone).

Place tape snugly around chest, high under arms. Be sure tape is well up on shoulder blade in back.

Waist Size:

Medium snug measurements taken ABOVE waistband of trousers at natural waistline.

Full height is with shoes on (head to floor).

