

How To Fill Out Our Order Form

If you have any problems filling out our Order Form, we have trained people available who can answer all your questions and give you all the information you need. Call us, toll free:

Nationwide 1 (800) 626 5000

Local (818) 886 8697

1. Print the name of your group here. Please list the phone number and name of someone to contact about your order.

2. For each different item you order, tell us how many of each kind.

3. What is the style name from our catalog pages?

4. In this column, tell us what fabrics and colors you want for each item.

5. Write down the price for each.

6. Multiply the price each by the quantity to get the extension.

7. Read the information in the box. Mark the box only if you want your robe length or closure different from standard.

8. We don't have pages of legaleze. Here are our terms of sale. Read them.

9. Sign and date your order; mail the white copy with your deposit. Keep the bottom copy for your files.



ACADEMIC CHURCH AND CHOIR GOWNS MANUFACTURING COMPANY, INC.
20644 SUPERIOR STREET, CHATSWORTH, CALIFORNIA 91311
(818) 886-8697 or (800) 626-5000

ORDER FORM

Name of Organization Your Church Name Here Date July 4, 1976
Address 12345 Lois Lane Phone (123) 555-2111
City, State, Zip Code Anytown, USA 00000
Individual to Contact Marsha Smith Phone (123) 555-2110

| QUANTITY | STYLE | DESCRIPTION | NET PRICE | EXTENSION |
|----------|------------------------|---|-----------|-----------|
| 30 | Dana Point | Ivory Seville with Carmel Seville sleeve border | \$73.75 | \$2212.50 |
| 2 | 3 | 4 | 5 | 6 |
| 1 | Director's Robe | Ivory Seville with Carmel Seville cuff | 72.00 | 72.00 |
| 1 | Dana Point Slit Sleeve | Ivory Seville with Carmel Seville sleeve border. | 78.75 | 78.75 |
| 32 | N-5B | Snap in stoles in Ivory Seville with Carmel Seville border and reverse. | 14.50 | 464.00 |
| 8 | | 7 PLEASE NOTE: Our standard closure is zippers. Standard floor clearance is approximately 9 inches. Fill in the following two lines only if your choir desires a snap closure or a different floor clearance. Closure: snaps or zippers Robes are to be 9 inches from the floor. | TOTAL | \$2827.25 |
| | | | TAX | none |
| | | | TOTAL | 2827.25 |
| | | | DEPOSIT | 1413.63 |
| | | | BALANCE | \$1413.62 |

TERMS OF SALE:

Fifty percent deposit is required with your order. Shipments are F.O.B. Chatsworth, CA and shipping charges will be added to your invoice. Your order will be shipped via UPS or common carrier of your choice on a COD basis.

Signed Marsha Smith (9) Date 7-4-76

Please sign this order and keep yellow copy for your files

* California must pay local sales taxes.

ACADEMIC CHURCH AND CHOIR GOWNS MANUFACTURING COMPANY, INC.
20644 SUPERIOR STREET, CHATSWORTH, CALIFORNIA 91311
(818) 886-8697 or (800) 626-5000



Name of Organization _____ Date _____

Address _____ Phone () _____

City, State, Zip Code _____

Individual to Contact _____ Phone () _____

TERMS OF SALE:
Fifty percent deposit is required with your order. Shipments are F.O.B. Chatsworth, CA and shipping charges will be added to your invoice. Your order will be shipped via UPS or common carrier of your choice on a COD basis.

Please sign this order and keep yellow copy for your files



Sizing Your Choir

Use for E-Line Robes.

May also be used for the standard robes.

Determining the robe size:

| | |
|-----------------|--|
| XXS: | Shoulders of 14 to 14 ¾ inches. Dress size: 1 to 2. Weight to 100 lbs. |
| XS: | Shoulders of 15 to 15 ¾ inches. Dress size 3 to 8. Weight to 115 lbs. |
| Small: | Shoulders of 16 to 17 inches. Dress size 10 to 14. Weight to 170 lbs. |
| Medium: | Shoulders of 17 to 18 inches. Dress size 16 to 18. Suite size 36-40. |
| Large: | Shoulders of 19 to 20 inches. Dress size 20 to 22. Suite size 42 to 48. |
| X-Large: | Shoulders of 21 inches and above. Weight over 220 lbs. Suite size 50 and above. |

Determining the length of the robe:

| | | | |
|----------------------|------------------|----------------------|------------------|
| 4'8" / 4'9" | 40 inches | 5'8" / 5'9" | 52 inches |
| 4'10" / 4'11" | 42 inches | 5'10" / 5'11" | 54 inches |
| 5'0" / 5'1" | 44 inches | 6'0" / 6'1" | 56 inches |
| 5'2" / 5'3" | 46 inches | 6'2" / 6'3" | 58 inches |
| 5'4" / 5'5" | 48 inches | 6'4" / 6'5" | 60 inches |
| 5'6" / 5'7" | 50 inches | | |

Length are based on a 9 inch floor clearance.

To size your own robe pick a robe size as well as a length. For example M/52 is a Medium size robe for either a man suite size 36 - 40 or a woman dress size 16 - 18 and a height of 5'8" or 5'9".

FastTrack Measuring Chart

For

E-Line and

Standard Choir Robes

| | Name | Size | Length |
|----|------|------|--------|
| 1 | | | |
| 2 | | | |
| 3 | | | |
| 4 | | | |
| 5 | | | |
| 6 | | | |
| 7 | | | |
| 8 | | | |
| 9 | | | |
| 10 | | | |
| 11 | | | |
| 12 | | | |
| 13 | | | |
| 14 | | | |
| 15 | | | |
| 16 | | | |
| 17 | | | |
| 18 | | | |
| 19 | | | |
| 20 | | | |

| | Name | Size | Length |
|----|------|------|--------|
| 21 | | | |
| 22 | | | |
| 23 | | | |
| 24 | | | |
| 25 | | | |
| 26 | | | |
| 27 | | | |
| 28 | | | |
| 29 | | | |
| 30 | | | |
| 31 | | | |
| 32 | | | |
| 33 | | | |
| 34 | | | |
| 35 | | | |
| 36 | | | |
| 37 | | | |
| 38 | | | |
| 39 | | | |
| 40 | | | |