

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.
 8944 MASON AVENUE, CHATSWORTH CALIFORNIA 91311
 (818) 886-8697 or (800) 626-5000 FAX (918) 886-8743

ORDER FORM

Name of Organization Your Church Name Here Date July 4, 1776
 Address 12345 Lois Lane Phone (123) 555-2300
 City, State, Zip Code Anytown, USA 0001
 Individual to Contact Martha Smith Phone (123) 555-2300

QUANTITY	STYLE	DESCRIPTION	NET PRICE	EXTENSION
30 2	Dana Point 3	Ivory Seville with Carmel Seville sleeve border 4	\$73.75 5	\$2212.50 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	V-58	Snap in stoles in Ivory Seville with Carmel Seville border and reverse	14.50	464.00
8		<div style="border: 1px solid black; padding: 5px;"> <p>7</p> <p>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.</p> <p>Closure snaps or <u>zippers</u></p> <p>Robes are to be <u>9</u> inches from the floor.</p> </div>	<p>TOTAL <u>464.00</u></p> <p>TAX <u>464.00</u></p> <p>TOTAL <u>464.00</u></p> <p>DEPOSIT <u>464.00</u></p> <p>BALANCE <u>464.00</u></p>	

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 Margaret Smith **9** Date 7-4-76

Please sign this order and keep yellow copy for your files

* California must pay local sales taxes.

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Form# GKHTO22



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ORDER FORM

Name of Organization _____ Date _____
 Address _____ Phone () _____
 City, State, Zip Code _____ Date _____
 Individual to Contact _____ Phone () _____

QUANTITY	STYLE	DESCRIPTION	NET PRICE	EXTENSION
		<div data-bbox="479 1470 1079 1785" style="border: 1px solid black; padding: 10px;"> <p>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.</p> <p>Closure: snaps or zippers</p> <p>Robes are to be _____ Inches from the floor.</p> </div>	TOTAL _____ TAX _____ TOTAL _____ DEPOSIT _____ BALANCE _____	

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
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Signed _____ Date _____

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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 $\frac{3}{4}$ inches. Dress size: 1 to 2. Weight to 100 lbs.
- XS:** Shoulders of 15 to 15 $\frac{3}{4}$ 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".

FAST TRACK MEASURING CHART

These are based on 9 inches from the floor.

These are based on 6 inches from the floor.

Name	Size	Length
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Name	Size	Length
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ACADEMIC CHOIR APPAREL
 8944 Mason Avenue, Chatsworth CA 91311
 (818) 886-8697 (800) 626-5000