

CUSTOMER ACCOUNT #:	DATE RECEIVED:	SHIP VIA:	SHIP DATE:	CTRL #:		
Performance Date		Order Taken By: <input type="checkbox"/> Choir <input type="checkbox"/> Band <input type="checkbox"/> Orchestra	<input type="checkbox"/> Check if you are a new customer.	<input type="checkbox"/> Check if matching earlier orders.	<input type="checkbox"/> Check if you are ordering individually.	<input type="checkbox"/> Check if ordered earlier by phone or online.

Ship To School: _____

Director's name: _____ Ordered by: _____

Street Address: _____

City: _____ State: _____ Zip: _____

E-mail: _____
INCLUDE YOUR EMAIL ADDRESS SO WE CAN CONFIRM RECEIPT OF YOUR ORDER & SHIP DATE.

Acct. E-mail: _____ Phone: (____) _____

ITEM # & COLOR	DESCRIPTION	QTY	UNIT PRICE	AMOUNT

Check One Payment Plan

Order will not be shipped until we receive:

Prepayment in Full (No Personal Checks Please!)
(Cashier's Check, Money Order, Activity Fund or Organization Check)

Copy of District or School Purchase Order

Credit Card **Billing Information**

Name on Card: _____

Card Number: _____ - _____ - _____ - _____

Exp. _____ CID# _____

Street #: _____ Zip: _____

Remarks

Shirts

Coats/Blazers	Pants
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Skirts	Dresses/Blouses	Subtotal	
		Shipping & Handling	
		Sales Tax*	
		Balance Due	
		Vests	

*Sales tax will be charged depending on your 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.

EST. 1978

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 hips.

How to measure for his garments




Neck Size:
Open shirt collar and measure 2" above base of neck.

Chest Size:
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).



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).