

ALMY POLICIES & ORDERING INFORMATION



GUARANTEE AND RETURNS Since 1892, we have served the church and clergy with this simple policy: we want you to be satisfied with anything you order from Almy. QuikShip items that have not been customized with engraving or embroidery may be returned for any reason for exchange or refund. Items that have been custom-made (including non-stock garment sizes) or customized may be returned for alteration or exchange if they are defective or do not conform to your order specifications.

Returns are free for products that do not conform to order specifications or are defective. Customers who use our prepaid ARS label to return products that are not defective and are made to order specifications will have \$10.00 deducted from any credit or refund that may be issued.

This guarantee and return policy is not applicable to non-church related customers who have purchased products for one-time use. Any return from these customers must be authorized in advance — please call us at 1-800-225-2569.

GIFT CERTIFICATES Many Almy products make fine gifts. If you can't decide what to give, send an Almy Gift Certificate. Certificates are available in any amount over \$10. We create a custom document with the names of the recipient and donor, and an optional message. We can send the certificate by email or by postal mail with a catalog. Certificates can be used for new purchases by mail, phone or on almy.com.

PRICES Prices are subject to change before the end of this catalog's term on August 20, 2024. In that case, we will contact you for approval before shipping.

DELIVERY AND BACK ORDERS Most orders for QuikShip items are shipped the same day we receive your order. Orders for custom made items, or for QuikShip items that are temporarily out of stock are acknowledged promptly with the expected delivery date.

PAYMENT We accept checks, money orders, Almy Gift Certificates and credit, debit and gift cards issued by MasterCard, Visa, Discover and American Express. Usually cards are charged at the time of shipment for the value of the shipment, but we reserve the right to ask for prepayment on custom-made orders. Prepayment is required for USA and Canadian customers without an Almy Account, and for all other international customers.

SALES TAX In conformance with the Supreme Court's June 2018 ruling in South Dakota v. Wayfair, we collect and remit sales tax on orders delivered to ME and NY where we have facilities, and to states that require out-of-state merchants to do so. Where allowed by law, we will exempt churches from tax if we have a tax exempt certificate on file.

DAMAGE CLAIMS Be sure to open your package promptly and inspect for shipping damages. If merchandise is damaged, save all packaging materials and call us at 1.800.225.2569. We will help with additional instructions, and provide a speedy exchange.

ALMY ACCOUNT Almy charge accounts are available to recognized organizations in the USA who have prepaid at least one order and provided an approved credit application. Visit www.almy.com/resources/documents to download an application form. Charges to an Almy Account are payable within 30 days from the date of invoice.

DELIVERY

HALF OFF DELIVERY FOR PREPAID ORDERS

Ground Delivery to USA and Canada is half off when you prepay your order!

DELIVERY CHARGES FOR ALMY PRODUCTS, EXCEPT KERRYLIQUID for KerryLiquid see the next table.

Value of Merchandise	USA		CANADA		ALL OTHER INTERNATIONAL
	Prepaid	Postpaid	Prepaid	Postpaid	
	Ground Service via FedEx or Parcel Post 2-7 Days				3 Day Service
\$.01 – \$ 40.99	\$ 8.75	\$ 17.50	\$ 27.10	\$ 54.20	\$ 73.00
\$ 41 – \$ 100.99	\$11.75	\$ 23.50	\$ 36.25	\$ 72.50	\$ 94.00
\$ 101 – \$ 200.99	\$16.10	\$ 32.20	\$ 45.75	\$ 91.50	\$114.00
\$ 201 – \$ 300.99	\$19.30	\$ 38.60	\$ 54.00	\$108.00	\$128.00
\$ 301 – \$ 400.99	\$24.10	\$ 48.20	\$ 66.50	\$133.00	\$135.00
\$ 401 – \$ 700.99	\$35.00	\$ 70.00	\$ 96.50	\$193.00	\$200.00
\$ 701 – \$1,000.99	\$42.50	\$ 85.00	\$124.00	\$248.00	\$254.00
\$1,001 – \$2,000.99*	\$67.50	\$135.00	\$141.75	\$283.50	\$303.00
Expedited Service, For Prepaid and Postpaid Orders, add to Ground Charges above					* Inquire or see almy.com for delivery charges for orders over \$2,000.99. International customers pay local taxes, tariffs and customs clearance fees.
<i>Expedited delivery provided by FedEx. Street address is required.</i>	3-Day \$43.00		3-5 Day \$67.00		
	2-Day \$59.00				
	1-Day \$79.00		1-3 Day \$88.00		
	Sat 1-Day \$120.00				

DELIVERY CHARGES FOR KERRYLIQUID

The value of KerryLiquid is not counted in the calculation of regular delivery charges in the table above. Rather, the charges below will apply to each unit of liquid ordered and will be added to those for other merchandise. Remember, you'll get half off all Ground delivery if you prepay your order.

GROUND DELIVERY TO USA — for international deliveries, please inquire			
Product Code	Name	USA	
		Prepaid	Postpaid
KL2104	Case of four 210 hr bottles	\$13.00 ea.	\$26.00 ea.
KL21012*	Case of twelve 210 hr bottles	\$17.50 ea.	\$35.00 ea.
KL2536*	Case of thirty-six 25 hr cans	\$13.00 ea.	\$26.00 ea.
KL8024*	Case of twenty-four 80 hr cans	\$17.50 ea.	\$35.00 ea.
KL25002N*	Case of two 2500 hr containers	\$28.00 ea.	\$56.00 ea.
* Other KerryLiquid products are simply multiples of these packages and delivery charges are computed accordingly. Additional charges apply for expedited or international delivery — please inquire.			

TO ORDER OR CONTACT ALMY

Phone

Monday thru Friday:
USA & Canada 1.800.225.2569
International +1.914.864.9100

Fax

USA & Canada 1.800.426.2569
International +1.914.864.9105

Retail Showroom

Browse to www.almy.com/visitalmy/ or call 1-800-225-2569 for current location and hours.

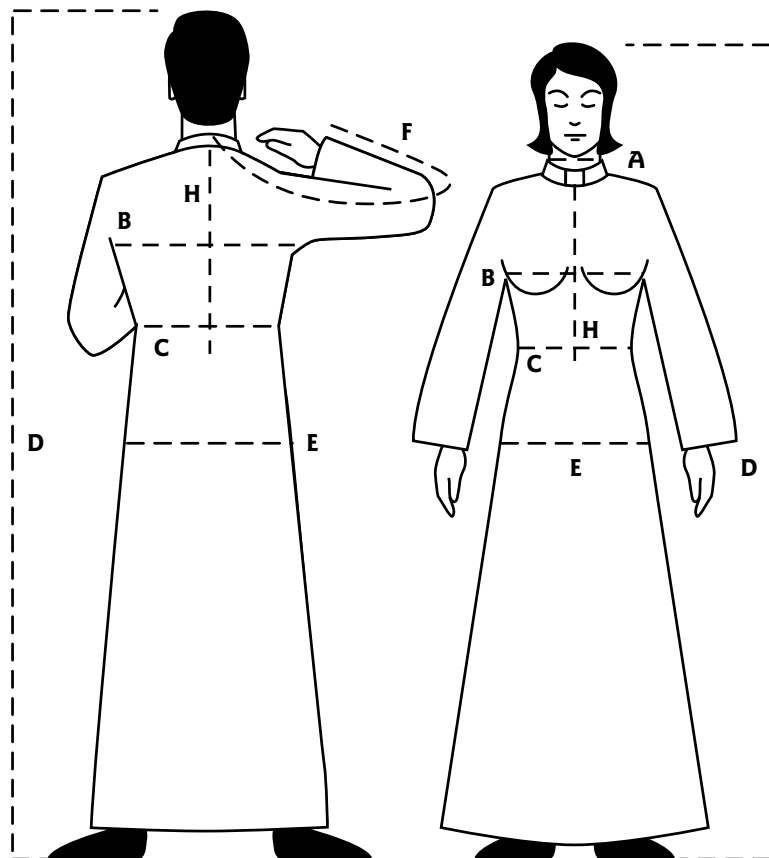
Email

almyaccess@almy.com

Web

www.almy.com

ALMY MEASURING GUIDE



PERSONAL MEASUREMENTS

For good, comfortable fit, please provide current **measured** body dimensions. Have your measurements taken by another, using the guidelines below — do not measure yourself. Almy reserves the right not to accept returns of custom-made items accurately tailored to measurements supplied by customers. We are pleased to provide complimentary measuring tapes, on request.

A NECK

Wrap a tape measure around the base of your neck, where a shirt collar would close. Inches, to the next half inch = size.

D HEIGHT

Stand in stocking feet with heels and back against wall. Mark height on wall and measure from mark to floor. Inches = height.

B CHEST/BUST

Wrap a tape measure around the fullest part of your chest, keeping the tape under arms and across shoulder blades. Wrap loosely, with a couple of fingers between tape and body. (Ladies, note that bra size is not bust size — please measure for accurate size.) Inches = size.

E HIP

Measure around fullest part of hip and seat. Measure “loosely”, with a couple of fingers under the tape. Inches = size.

F SLEEVE

Measure from center back of neck, over shoulder to wrist bone. Inches = size.

C WAIST

Measure at level of bellybutton (above usual waistline, particularly for men), over a shirt. Measure “loosely”, with a couple of fingers under the tape. Inches = size.

H FRONT LENGTH

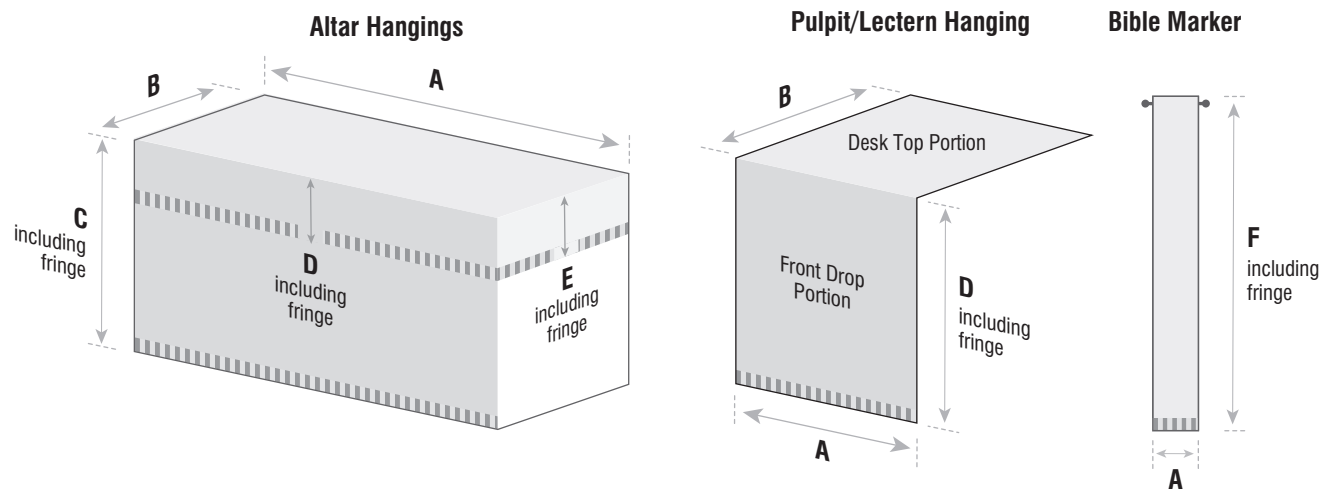
Measure from base of collar down front to the bottom of the belt line or waist. Inches = size.

SANCTUARY FURNISHING MEASUREMENTS

Please measure your altar, pulpit and other furnishings, not existing hangings. To insure accuracy please take all measurements twice, and measure to nearest 1/4". For altar tops which are neither square nor rectangular, please send a full size pattern of altar top. Thank you.

ALTAR HANGINGS

Give full dimensions for altar (A, B) plus measurement for front (C, D, F) and/or side drop (E) including fringe for superfrontal, altar cover, communion table runner.





CUSTOMER <input type="checkbox"/> Church/Institution <input type="checkbox"/> Individual Customer Number Title (if individual) Name Mailing Address 1 Mailing Address 2 City State Zip	DELIVER TO (if different from customer mailing address): Name At/Attn Street City State Zip Daytime Phone E-mail
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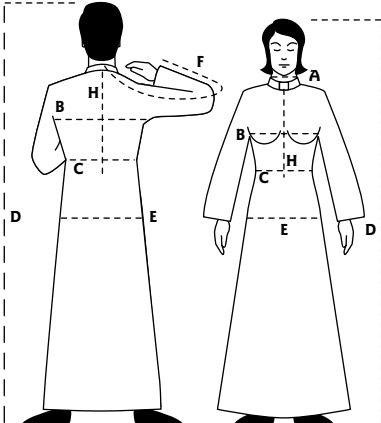
Person to Contact with Questions Daytime Phone () E-Mail Address Church Affiliation & Denomination If Seminarian, Graduation Date & School Attending	PAYMENT INFORMATION HALF-OFF Ground Delivery Charges for Prepaid Orders to USA and Canada <input type="checkbox"/> CHECK ENCLOSED <input type="checkbox"/> ALMY 30-DAY CHARGE <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Card No. Exp. Date Sec. Code..... Name on Card
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HAVE YOU MOVED RECENTLY? If so, Please indicate old address: Street..... City..... State Zip	CARD STATEMENT ADDRESS <input type="checkbox"/> Same as Customer Address <input type="checkbox"/> Different Address (See Below) Mailing Address City State Zip Signature
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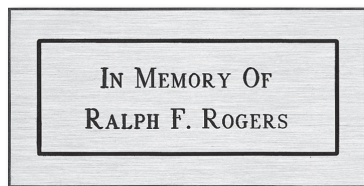
PRODUCT CODE	COLOR	SIZE CODE	DESCRIPTION	QTY	MEASUREMENTS								UNIT PRICE	TOTAL PRICE
					A	B	C	D	E	F	H			

MEMORIAL ENGRAVING & EMBROIDERY INFORMATION										
ITEM TO BE INSCRIBED	LETTERING STYLE	WORDING: PLEASE PRINT, WE WILL DETERMINE PROPER LOCATION AND LAYOUT, OR YOU MAY SPECIFY TO INDICATE END OF LINE, USE A SLASH						QTY OF LETTERS	PRICE PER LETTER	TOTAL MEMORIAL PRICE

ITEM TO BE ENGRAVED _____ **LOCATION** _____

 <p style="font-size: small;"> A Neck B Chest/Bust C Waist D Height E Hip F Sleeve H Front Length </p>	<table style="width:100%; border-collapse: collapse;"> <tr><td style="text-align: right; padding-right: 10px;">MERCHANDISE AMOUNT</td><td style="width: 50px;"> </td></tr> <tr><td style="text-align: right; padding-right: 10px;">DELIVERY <i>SEE POLICY CHART</i></td><td> </td></tr> <tr><td style="text-align: right; padding-right: 10px;">SALES TAX</td><td> </td></tr> <tr><td style="text-align: right; padding-right: 10px;">ORDER SUB-TOTAL THANK YOU!</td><td> </td></tr> <tr><td style="text-align: right; padding-right: 10px;">PRE-PAYMENT/REMITTANCE AMOUNT</td><td> </td></tr> <tr><td style="text-align: right; padding-right: 10px;">BALANCE</td><td> </td></tr> </table>	MERCHANDISE AMOUNT		DELIVERY <i>SEE POLICY CHART</i>		SALES TAX		ORDER SUB-TOTAL THANK YOU!		PRE-PAYMENT/REMITTANCE AMOUNT		BALANCE	
MERCHANDISE AMOUNT													
DELIVERY <i>SEE POLICY CHART</i>													
SALES TAX													
ORDER SUB-TOTAL THANK YOU!													
PRE-PAYMENT/REMITTANCE AMOUNT													
BALANCE													

MEMORIAL PLATES



MEMORIAL PLATES in brushed brass. Choose from 3 available fonts. Includes brass screws.

Width	Height	Base Price	Lines Allowed	Characters & Spaces Per Line
3"	1"	\$12.50	Up to 5	Up to 38
4"	2"	\$18.00	Up to 10	Up to 50
Options:		Engraved, Per Letter	\$ 1.10	Other sizes are available. Please inquire.
		Border	\$ 8.00	
		Black Fill	\$ 8.00	

ENGRAVING ON METALWARE APPOINTMENTS

ITEM TO BE ENGRAVED _____

Location _____

LETTER STYLE:

- Block Roman Old English

ABCD AA BB Aa Bb

Wording (please type or print)

ITEM TO BE ENGRAVED _____

Location _____

LETTER STYLE: LETTER STYLE:

- Block Roman Old English

ABCD AA BB Aa Bb

Wording (please type or print)

ENGRAVED PLATES FOR PORTABLE COMMUNION SETS, GOSPEL BOOK COVERS

ENGRAVED PLATE

SIZE: Width _____ Height _____

LETTER STYLE:

- Block Roman Old English

ABCD AA BB Aa Bb

Engraved/Symbol _____

Engraved Border _____

Black-Filled Letters _____

Wording for Plate (please type or print)

ENGRAVED PLATE

SIZE: Width _____ Height _____

LETTER STYLE:

- Block Roman Old English

ABCD AA BB Aa Bb

Engraved/Symbol _____

Engraved Border _____

Black-Filled Letters _____

Wording for Plate (please type or print)

OF-2B



<p>CUSTOMER <input type="checkbox"/> Church/Institution <input type="checkbox"/> Individual</p> <p>Customer Number</p> <p>Title (if individual)..... Name</p> <p>Mailing Address 1</p> <p>Mailing Address 2</p> <p>City.....State..... Zip</p>	<p>DELIVER TO (if different from customer mailing address):</p> <p>Name.....</p> <p>At/Attn</p> <p>Street</p> <p>City..... State..... Zip</p> <p>Daytime Phone..... E-mail</p>
<p>Person to Contact with Questions</p> <p>Daytime Phone ()</p> <p>E-Mail Address</p> <p>Church Affiliation & Denomination</p> <p>If Seminarian, Graduation Date & School Attending</p>	<p>PAYMENT INFORMATION <i>HALF-OFF Ground Delivery Charges for Prepaid Orders to USA and Canada</i></p> <p><input type="checkbox"/> CHECK ENCLOSED <input type="checkbox"/> ALMY 30-DAY CHARGE</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> </p> <p>Card No. Exp. Date Sec. Code.....</p> <p>Name on Card</p> <p>CARD STATEMENT ADDRESS</p> <p><input type="checkbox"/> Same as Customer Address <input type="checkbox"/> Different Address (See Below)</p> <p>Mailing Address</p> <p>City..... State..... Zip</p> <p>Signature</p>
<p>HAVE YOU MOVED RECENTLY? If so, Please indicate old address:</p> <p>Street.....</p> <p>City..... State..... Zip</p>	

CUSTOM & QUIK SHIP CHOIR VESTMENTS & ACCESSORIES

ROBES

Prod Code	Base		Accent (if any)		Style Option (cuff, hood, sleeveless)	Size Code	QTY	Unit Price	Price
	Fabric	Color	Fabric	Color					

STOLES & SCAPULARS

Prod Code	Base		Accent (if any)		Reverse		Size Code	QTY	Unit Price	Price
	Fabric	Color	Fabric	Color	Fabric	Color				

EMBROIDERED SYMBOL INSTRUCTIONS

Prod To Embroider (from above)				Symbol Front Side		Symbol Reverse Side		Unit Price	Price
Code	Base Color	Size	QTY	Code	Color	Code	Color		

EMBROIDERED LETTERING INSTRUCTIONS

Prod To Embroider (from above)				Lettering			Unit Price	Price
Code	Base Color	Size	QTY	Style	Color	Text		



<p>CUSTOMER <input type="checkbox"/> Church/Institution <input type="checkbox"/> Individual</p> <p>Customer Number</p> <p>Title (if individual) Name</p> <p>Mailing Address 1</p> <p>Mailing Address 2</p> <p>City State Zip</p>	<p>DELIVER TO (if different from customer mailing address):</p> <p>Name</p> <p>At/Attn</p> <p>Street</p> <p>City State Zip</p> <p>Daytime Phone E-mail</p>
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<p>Person to Contact with Questions</p> <p>Daytime Phone ()</p> <p>E-Mail Address</p> <p>Church Affiliation & Denomination</p> <p>If Seminarian, Graduation Date & School Attending</p>	<p>PAYMENT INFORMATION</p> <p>HALF-OFF Ground Delivery Charges for Prepaid Orders to USA and Canada</p> <p><input type="checkbox"/> CHECK ENCLOSED <input type="checkbox"/> ALMY 30-DAY CHARGE</p> <p> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> </p> <p>Card No. Exp. Date Sec. Code</p> <p>Name on Card</p>
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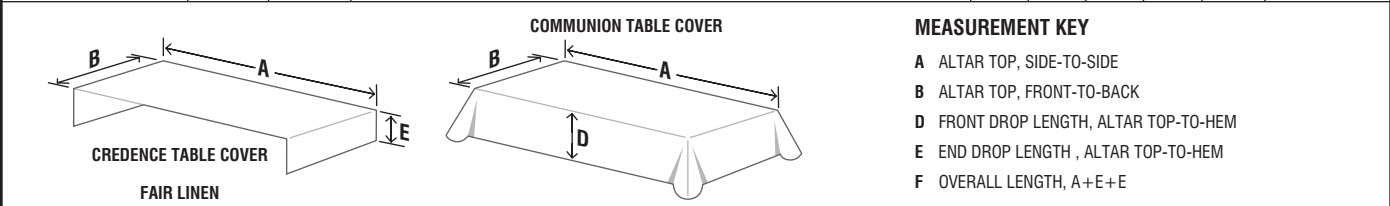
HAVE YOU MOVED RECENTLY? If so, Please indicate old address:

Street

City State Zip

ALTAR & COMMUNION LINENS (PAGES 74-81)

PRODUCT CODE	EMBROIDERY DESIGN NO.		DESCRIPTION	CENTER CROSS FRONT CENTER OR DEAD CENTER	MEASUREMENTS					QTY	PRICE	
	ALTAR TOP	END DROP			A	B	D	E	F			



STEPS IN DESIGNING & ORDERING		JACOBAN FRONTAL (PAGE 49)		COMMUNION TABLE RUNNER (PAGE 53)		ALTAR COVERS (PAGE 53)		ALTAR FRONTLETS (PAGE 50)		ALTAR SCARVES (PAGE 50)	
1. Fill in PRODUCT CODE for basic item											
2. Choose STYLE or QUANTITY (circle choice)		3 SIDED 4 SIDED				FRONT DROP ONLY 3 SIDED 4 SIDED		SINGLE OR PAIR		SINGLE OR PAIR	
3. MEASUREMENTS Use drawings below as a guide, please provide exact measurements for item being ordered <i>Note: Be sure to give all requested measurements so that symbol can be properly centered on "DROP" portion of hanging.</i>		A _____ IN. B _____ IN. C _____ IN.		SEE NOTE A _____ IN. B _____ IN. E _____ IN. E + A + E _____ IN.		SEE NOTE A _____ IN. B _____ IN. E _____ IN.		SEE NOTE A _____ IN. B _____ IN. D _____ IN.		SEE NOTE A _____ IN. B _____ IN. D _____ IN.	
4. For free standing altars, should Almy furnish an extra 6" of altar top linen to drop behind altar & hold hanging in place?		YES NO				YES NO		YES NO		YES NO	
5. Indicate FABRIC (see pages 58-64)											
6. State COLOR of item											
7. If traditional Damask (see pages 58-59, 61-64) indicate PATTERN											
8. Choose LINING COLOR (circle or indicate choice)		MATCHING GOLD OTHER _____		MATCHING GOLD OTHER _____		MATCHING GOLD OTHER _____		MATCHING GOLD OTHER _____		MATCHING GOLD OTHER _____	
9. Choose FRINGE STYLE NO. & COLOR (pages 58-64)		NO. _____ COLOR _____		NO. _____ COLOR _____		NO. _____ COLOR _____		NO. _____ COLOR _____		NO. _____ COLOR _____	
10. SYMBOLS (see pages 68-73 for choices, prices and Guide to Size Selection.) A. Indicate symbol no. & size (For Contemporary Symbols 68-69, please submit color specifications if other than Gold/Silver combination) B. Select Method A or Method B (see page 72) of Applying Traditional Appliques (circle choice)		FRONT DROP NO. _____ SIZE _____ x _____ BACK DROP NO. _____ SIZE _____ x _____ METHOD: A B		END DROP NO. _____ SIZE _____ x _____ NO. _____ SIZE _____ x _____ METHOD: A B		FRONT DROP CENTER: NO. _____ SIZE _____ x _____ ENDS: NO. _____ SIZE _____ x _____ BACK DROP CENTER: NO. _____ SIZE _____ x _____ ENDS: NO. _____ SIZE _____ x _____ METHOD: A B		FRONT DROP NO. _____ SIZE _____ x _____ ENDS: NO. _____ SIZE _____ x _____ METHOD: A B APPLIED UNAPPLIED		END DROP NO. _____ SIZE _____ x _____ NO. _____ SIZE _____ x _____ METHOD: A B	
11. ORPHREY BANDINGS (see pages 65-67 for choices, design suggestions, and prices) A. Indicate banding number B. State banding color C. Indicate banding arrangement for item ordered (see pages 49, 50, 53)		NO. _____ COLOR _____ ARRANGEMENT _____		NO. _____ COLOR _____ ARRANGEMENT _____				NO. _____ COLOR _____ ARRANGEMENT _____		NO. _____ COLOR _____ ARRANGEMENT _____	
12. MEMORIAL INSCRIPTION for this item? If "Yes", specify wording below.											
MEMORIAL INSCRIPTION ITEM: _____ COLOR: GOLD RED OTHER _____ WORDING: _____ _____ _____ _____ _____ _____ _____		<p>The diagrams illustrate the dimensions and components for various altar items:</p> <ul style="list-style-type: none"> ALTAR COVER: A rectangular cover with width <i>B</i> and length <i>A</i>. The drop height is <i>E</i>, including fringe. JACOBAN FRONTAL: A wide, shallow cover with width <i>B</i> and length <i>A</i>. The drop height is <i>C</i>, including fringe. ALTAR FRONTLET or ALTAR SCARF: A narrow, vertical cover with width <i>B</i> and length <i>A</i>. The drop height is <i>D</i>, including fringe. It is labeled as an "Altar-Top Portion". COMMUNION TABLE RUNNER: A long, narrow runner with width <i>B</i> and length <i>A</i>. The drop height is <i>E</i>. OPTION FOR FREE STANDING ALTAR HANGING: Shows an altar with a top linen that is 6 inches wider than the altar itself, extending behind it. 									



CUSTOMER Church/Institution Individual

Customer Number

Title (if individual) Name

Mailing Address 1

Mailing Address 2

City State Zip

DELIVER TO (if different from customer mailing address):

Name

At/Attn

Street

City State Zip

Daytime Phone E-mail

Person to Contact with Questions

Daytime Phone ()

E-Mail Address

Church Affiliation & Denomination

If Seminarian, Graduation Date & School Attending

PAYMENT INFORMATION
HALF-OFF Ground Delivery Charges for Prepaid Orders to USA and Canada

CHECK ENCLOSED ALMY 30-DAY CHARGE

Card No. Exp. Date Sec. Code.....

Name on Card

CARD STATEMENT ADDRESS

Same as Customer Address Different Address (See Below)

Mailing Address

City State Zip

Signature

HAVE YOU MOVED RECENTLY? If so, Please indicate old address:

Street.....

City..... State Zip

STEPS IN DESIGNING & ORDERING **FULL FRONTAL**
(PAGE 51)

1. Fill in PRODUCT CODE for basic item	
2. Choose STYLE (circle choice)	STYLE 1 2 3
3. MEASUREMENTS Use drawings below as a guide, please provide exact measurements for item being ordered. <i>NOTE: be sure to give all requested measurements so symbol can be properly centered on "Drop" portion of hanging.</i>	SEE NOTE A _____ IN. B _____ IN. C _____ IN. FOR STYLES 2&3 D _____ IN.
4. FOR FREE-STANDING ALTARS , should almy furnish an extra 6" of altar top linen to drop behind altar and hold hanging in place?	YES NO
5. Indicate FABRIC (see pages 58-64)	
6. Indicate COLOR	
7. If traditional Damask indicate PATTERN (pages 58-59, 61-64)	
8. Choose LINING COLOR (circle or indicate choice)	MATCHING GOLD OTHER
9. Choose FRINGE STYLE NO. & COLOR (pages 58-64)	Color

10. SYMBOLS (see pages 68-73 for symbol choices and prices. guide to size selection)

A. Indicate symbol no. & size (for contemporary symbols 68-69 please submit color specifications if other than gold/silver combination).

B. Select Method A or Method B (see page 72) of applying Traditional Appliques (circle choice)

11. ORPHREY BANDINGS (see pages 65-67 for choices, design suggestions, and prices)

A. Indicate banding number

B. State banding color

C. Indicate banding arrangement for item ordered (see page 51)

12. MEMORIAL INSCRIPTION for this item?
If "yes", specify wording on reverse side of page.

FULL FRONTAL CENTER

NO. _____

SIZE _____ x _____

SUPERFRONTAL (STYLES 2&3) CENTER:

NO. _____

SIZE _____ x _____

ENDS

NO. _____

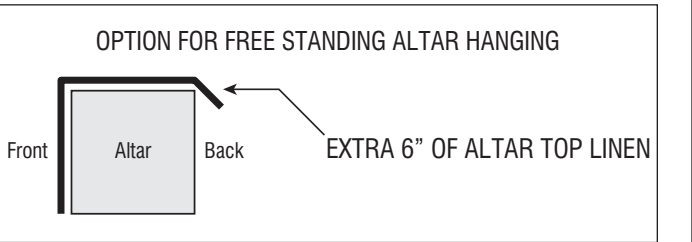
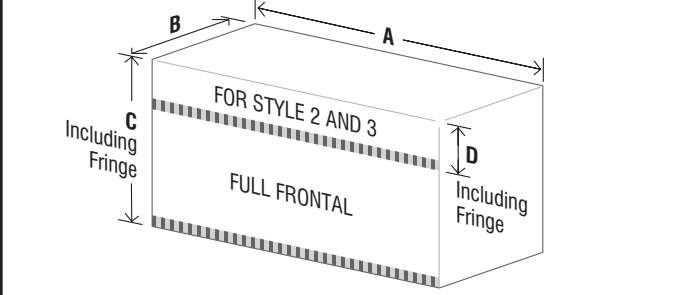
SIZE _____ x _____

METHOD: A OR B

NO. _____

COLOR _____

ARRANGEMENT _____



STEPS IN DESIGNING & ORDERING	SUPERFRONTAL (PAGE 49)	PULPIT HANGING (PAGE 52)	LECTERN HANGING (PAGE 52)	BIBLE MARKER (PAGE 52)	BOOK COVER (PAGE 54)
1. Fill in PRODUCT CODE for basic item					
2. Choose QUANTITY (circle choice)				SINGLE OR PAIR	
3. MEASUREMENTS Use drawings below as a guide, please provide exact measurements for item being ordered <i>NOTE: Be sure to give all requested measurements so that symbol can be properly centered on "DROP" portion of hanging.</i>	SEE NOTE A _____ IN. B _____ IN. D _____ IN.	SEE NOTE A _____ IN. B _____ IN. D _____ IN. B+D _____ IN.	SEE NOTE A _____ IN. B _____ IN. D _____ IN. B+D _____ IN.	STANDARD IS 4"X36" IF OTHER SIZE IS DESIRED, STATE: A _____ IN. F _____ IN.	EPISCOPAL GOSPEL BOOK CATHOLIC GOSPEL BOOK LUTHERAN LECTIONARY OTHER — please specify: _____ A ____ B ____ C ____
4. FOR FREE STANDING ALTARS , should Almy furnish an extra 6" of altar top linen to drop behind altar & hold hanging in place?	YES NO				
5. Indicate FABRIC (see pages 58–64)					
6. State COLOR of item					
7. If traditional Damask (pages 58–59, 61–64) indicate PATTERN					
8. Choose LINING COLOR (circle or indicate choice)	MATCHING GOLD OTHER _____	MATCHING GOLD OTHER _____	MATCHING GOLD OTHER _____	MATCHING GOLD OTHER _____	
9. Choose FRINGE STYLE NO. & COLOR (pages 58–64)	COLOR _____	COLOR _____	COLOR _____	COLOR _____	
10. SYMBOLS (see pages 68–73 for choices, prices, and Guide to Size Selection). A. Indicate symbol no. & size (For Contemporary Symbols 68–69, please submit color specifications if other than Gold/Silver combination) B. Select Method A or Method B (see page 72) of Applying Traditional Appliques (circle choice)	CENTER NO. _____ SIZE _____ x _____ ENDS NO. _____ SIZE _____ x _____ METHOD: A B	NO. _____ SIZE _____ x _____ METHOD: A B	NO. _____ SIZE _____ x _____ METHOD: A B	NO. _____ SIZE _____ x _____ METHOD: A B	
11. ORPHREY BANDINGS (see pages 65–67 for choices, design suggestions and prices) A. Indicate banding number B. State banding color C. Indicate banding arrangement for item ordered (see pages 49, 52 and 54)	NO. _____ COLOR _____ ARRANGEMENT _____	NO. _____ COLOR _____ ARRANGEMENT _____	NO. _____ COLOR _____ ARRANGEMENT _____	NO. _____ COLOR _____ ARRANGEMENT _____	
12. Memorial Inscription for this item? If "Yes", specify wording below					
<p>MEMORIAL INSCRIPTION</p> <p>ITEM: _____</p> <p>COLOR: GOLD RED OTHER _____</p> <p>WORDING: _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>					
<p>BIBLE MARKER</p> <p>SUPERFRONTAL</p> <p>PULPIT/LECTERN HANGING</p> <p>BOOK COVER</p> <p>ALTAR</p> <p>OPTION FOR FREE STANDING ALTAR HANGING</p>					




CUSTOMER <input type="checkbox"/> Church/Institution <input type="checkbox"/> Individual Customer Number Title (if individual) Name Mailing Address 1 Mailing Address 2 City State Zip	DELIVER TO (if different from customer mailing address): Name At/Attn Street City State Zip Daytime Phone E-mail
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Person to Contact with Questions Daytime Phone () E-Mail Address Church Affiliation & Denomination If Seminarian, Graduation Date & School Attending	PAYMENT INFORMATION HALF-OFF Ground Delivery Charges for Prepaid Orders to USA and Canada <input type="checkbox"/> CHECK ENCLOSED <input type="checkbox"/> ALMY 30-DAY CHARGE <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Card No. Exp. Date Sec. Code..... Name on Card
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HAVE YOU MOVED RECENTLY? If so, Please indicate old address: Street..... City..... State Zip	CARD STATEMENT ADDRESS <input type="checkbox"/> Same as Customer Address <input type="checkbox"/> Different Address (See Below) Mailing Address City State Zip Signature
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STEPS IN DESIGNING & ORDERING	CLERGY STOLES (SHOWN ON PAGES 46, 48)
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1. Fill in PRODUCT CODE for basic item			
2. Choose STYLE (circle choice)	TRADITIONAL	GOTHIC	BROAD: MITERED NECK
3. Choose size (broad & deacon stoles, only)			BROAD: FITTED NECK
4. Indicate FABRIC (see pages 58-64)			DEACON'S ANGLED SASH
5. State Color of item			
6. If traditional Damask (pages 58-59, 61-64) indicate PATTERN			
7. Choose LINING COLOR (circle or indicate choice)	MATCHING GOLD OTHER _____	MATCHING GOLD OTHER _____	MATCHING GOLD OTHER _____
8. Choose FRINGE STYLE NO. & COLOR (pages 58-64)	NO. _____ COLOR _____	NO. _____ COLOR _____	NO. _____ COLOR _____
9. SYMBOLS (see pages 68-73 for choices, prices and Guide to Size Selection) A. Indicate symbol no. & size (For Contemporary Symbols 68-69, please submit color specifications if other than Gold/Silver combination) B. Select Method A or Method B (see page 72) of Applying Traditional Appliques (circle choice)	NO. _____ SIZE _____ x _____ NO. _____ SIZE _____ x _____ METHOD: A B	NO. _____ SIZE _____ x _____ NO. _____ SIZE _____ x _____ METHOD: A B	NO. _____ SIZE _____ x _____ NO. _____ SIZE _____ x _____ METHOD: A B
10. ORPHREY BANDINGS (see pages 65-67 for choices, design suggestions and prices.) A. Indicate banding number B. State banding color C. Indicate banding arrangement for item ordered (see pages 46, 48)	NO. _____ COLOR _____ ARRANGEMENT _____	NO. _____ COLOR _____ ARRANGEMENT _____	NO. _____ COLOR _____ ARRANGEMENT _____
11. MEMORIAL INSCRIPTION for this item? If "Yes", specify wording on reverse side of form.			
12. STOLE LENGTH , if other than standard. Length for all stoles measured from center back of neck to desired front length, including fringe or tassels.	_____ IN. LENGTH EACH SIDE, INCLUDING FRINGE OR TASSELS	_____ IN. LENGTH EACH SIDE, INCLUDING FRINGE OR TASSELS	_____ IN. LENGTH EACH SIDE, INCLUDING FRINGE OR TASSELS

STEPS IN DESIGNING & ORDERING	CHASUBLE (PAGE 47)	DALMATIC (PAGE 48)	STOLE (PAGES 47)	MANIPLE (PAGE 47)	BURSE & VEIL (PAGE 54)
1. Fill in PRODUCT CODE for basic item					
2. STYLE and SIZE information (circle choice) A. Style of chasuble (page 47) dalmatic (page 48), stoles (pages 47, 48) and burse (page 54) B. Size of chasuble or dalmatic (pages 47, 48)	CHASUBLE GOTHIC SMALL MEDIUM LARGE AMPLE	DALMATIC RND COLLAR SQR COLLAR X-SMALL X-SMALL SMALL SMALL MEDIUM MEDIUM LARGE LARGE	EUCCHARISTIC STOLE (FOR CHASUABLE, SEE PAGE 47) DEACON STOLE (FOR DALMATIC, SEE PAGE 48)		BOOK BELLOWS
3. Indicate FABRIC (see pages 58–64).					
4. State COLOR of item					
5. If traditional Damask (pages 58–59, 61–64) indicate PATTERN					
6. Choose LINING COLOR (circle or indicate choice) A. Burse only (circle choice)	MATCHING GOLD OTHER _____	MATCHING GOLD OTHER _____	MATCHING GOLD OTHER _____	MATCHING GOLD OTHER _____	MATCHING GOLD OTHER _____ WHITE LINEN OR AS ABOVE
7. TRIMMING INFORMATION A. Fringe or tassel sytle no. & color (pages 58–64) for stole/maniple B. Cording color (pages 58–64) for burse & veil			NO. _____ COLOR _____	NO. _____ COLOR _____	MATCHING GOLD OTHER _____
8. SYMBOLS (see pages 68–73 for choices, prices, and Guide to Size Selection). A. Indicate symbol no. & size (For Contemporary Symbols 68–69, please submit color specifications if other than Gold/Silver combination) B. Select Method A or Method B (see page 72) of Applying Traditional Appliques (circle choice) VESICA  Style 1 Style 2 Style 3	FRONT NO. _____ SIZE _____ x _____ BACK NO. _____ SIZE _____ x _____ METHOD: A B VESSICA NO. _____ COLOR _____ FABRIC _____	FRONT NO. _____ SIZE _____ x _____ BACK NO. _____ SIZE _____ x _____ METHOD: A B	NO. _____ SIZE _____ x _____ NO. _____ SIZE _____ x _____ METHOD: A B	NO. _____ SIZE _____ x _____ NO. _____ SIZE _____ x _____ METHOD: A B	BURSE NO. _____ SIZE _____ x _____ VEIL NO. _____ SIZE _____ x _____ METHOD: A B
9. ORPHREY BANDINGS (see pages 65–67 for choices, design suggestions and prices). A. Indicate banding number B. State banding color C. Indicate banding arrangement for item, ordered (see pages 47, 48 and 54).	NO. _____ COLOR _____ ARRANGEMENT _____	NO. _____ COLOR _____ ARRANGEMENT _____	NO. _____ COLOR _____ ARRANGEMENT _____	NO. _____ COLOR _____ ARRANGEMENT _____	NO. _____ COLOR _____ ARRANGEMENT _____
10. MEASUREMENTS for dimensions other than standard, please provide requested information.	BACK LENGTH _____ IN. WIDTH _____ IN.	BACK LENGTH _____ IN. WIDTH _____ IN.	LENGTH EACH SIDE _____ IN. WIDTH _____ IN.	LENGTH EACH SIDE _____ IN. WIDTH _____ IN.	BURSE STD 9"X9" _____ x _____ VEIL STD 24"X24" _____ x _____
11. MEMORIAL INSCRIPTION for this item? If "Yes", specify wording below					
MEMORIAL INSCRIPTION					
WORDING: _____					
ITEM: _____					
COLOR: GOLD RED OTHER _____					



CUSTOMER <input type="checkbox"/> Church/Institution <input type="checkbox"/> Individual Customer Number Title (if individual) Name Mailing Address 1 Mailing Address 2 City State Zip	DELIVER TO (if different from customer mailing address): Name At/Attn Street City State Zip Daytime Phone E-mail
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Person to Contact with Questions Daytime Phone () E-Mail Address Church Affiliation & Denomination If Seminarian, Graduation Date & School Attending	PAYMENT INFORMATION HALF-OFF Ground Delivery Charges for Prepaid Orders to USA and Canada <input type="checkbox"/> CHECK ENCLOSED <input type="checkbox"/> ALMY 30-DAY CHARGE <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Card No. Exp. Date Sec. Code Name on Card
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HAVE YOU MOVED RECENTLY? If so, Please indicate old address: Street City State Zip	CARD STATEMENT ADDRESS <input type="checkbox"/> Same as Customer Address <input type="checkbox"/> Different Address (See Below) Mailing Address City State Zip Signature
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COORDINATED SANCTUARY SETS (PAGES 2-25)

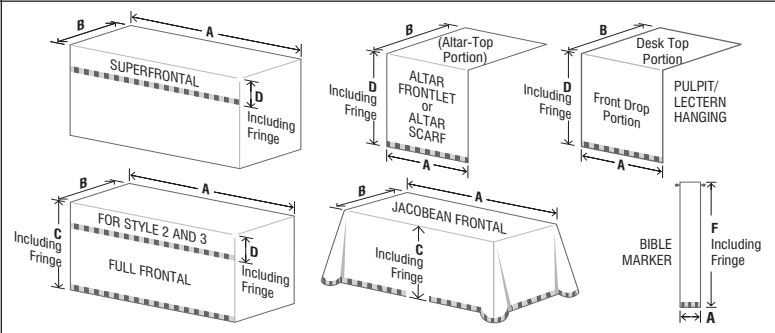
PRODUCT CODE	ALMY USE	SIZE	QTY	DESCRIPTION	FABRIC	MEASUREMENTS						UNIT PRICE	TOTAL PRICE
						A	B	C	D	F			

FOR HANGINGS FOR FREESTANDING ALTARS, SHOULD ALMY FURNISH AN EXTRA 6" OF ALTAR TOP LINEN TO DROP BEHIND ALTAR AND HOLD HANGINGS IN PLACE? YES NO


MEMORIAL EMBROIDERY INFORMATION

ITEM TO BE INSCRIBED	WORDING: PLEASE PRINT, WE WILL DETERMINE PROPER LOCATION AND LAYOUT, OR YOU MAY SPECIFY TO INDICATE END OF LINE, USE A SLASH	QTY OF LETTERS	PRICE PER LETTER	TOTAL MEMORIAL PRICE

ITEM TO BE EMBROIDERED _____ **LOCATION** _____



	Merchandise Amount
	Delivery <i>SEE POLICY CHART</i>
	Sales Tax (NY, ME & CT deliveries only)
	Order Sub-Total Thank You!
	Pre-payment/remittance amount
	BALANCE

STEPS IN DESIGNING & ORDERING	COPE (PAGE 45)	MITER (PAGE 44)	HUMERAL VEIL (PAGE 44)	FUNERAL PALL (PAGE 55)	ALTAR PILLOW (PAGE 131)
1. Fill in PRODUCT CODE if available					
2. Choose STYLE (circle choice)	SONORA GOTHIC CATHEDRAL	LINEN ORNAMENTED		ROUND CORNERS SQUARE CORNERS	
3. Indicate FABRIC (see pages 58–64)					
4. State COLOR of item					
5. If traditional Damask (pages 58–59, 61–64) indicate PATTERN					
6. Choose LINING COLOR (circle or indicate choice)	MATCHING GOLD OTHER _____	MATCHING GOLD OTHER _____	MATCHING GOLD OTHER _____	MATCHING GOLD OTHER _____	
7. TRIMMING INFORMATION A. Fringe and/or tassel, style no. & color (pages 58–64) for cope, miter. B. Cording or galloon style no. & color (pages 58–64) for pall, pillows.	FRINGE NO. _____ COLOR _____ TASSEL NO. _____ COLOR _____	FRINGE FOR LAPPETS NO. _____ COLOR _____		GALLOON NO. _____ COLOR _____	TASSELS NO. _____ COLOR _____ CORDING NO. _____ COLOR _____
8. SYMBOLS (see pages 68–73 for symbol choices, prices, and guide to size and selection). A. Indicate symbol no. & size (for contemporary symbols 68–69, please submit color specifications if other than gold/silver combination) B. Select Method A or Method B (see page 72) of Applying Traditional Appliques (circle choice) C. Specify vesica shape & color for cope or pall VESICA  Style 1 Style 2 Style 3	NO. _____ SIZE _____ X _____ METHOD: A OR B VESICA NO. _____ COLOR _____ FABRIC _____		NO. _____ SIZE _____ X _____ METHOD: A OR B	NO. _____ SIZE _____ X _____ METHOD: A OR B VESICA NO. _____ COLOR _____ FABRIC _____	
9. ORPHREY BANDINGS (see pages 65–67 for choices, design suggestions, and prices) A. Indicate banding number B. State banding color C. Indicate banding arrangement for item ordered (see pages 44, 45 and 55) <i>NOTE: Cope hood is often made to match orphrey banding. if you prefer other material and color, please specify</i>	FRONT ORPHREY NO. _____ COLOR _____ HOOD (IF DIFFERENT FROM FRONT ORPHREY) FABRIC _____ COLOR _____	NO. _____ COLOR _____ MATCHING BANDING ON LAPPETS? YES NO	NO. _____ COLOR _____ ARRANGEMENT _____	NO. _____ COLOR _____ ARRANGEMENT _____	
10. MEASUREMENTS please provide all information requested	CHEST _____ IN. HEIGHT * _____ IN. *COPE WILL BE MADE TO FALL 3" FROM FLOOR	LOW – 8" HIGH MEDIUM – 10" HIGH HIGH – 11" HIGH HEAD CIRCUMFERENCE _____ IN.	STANDARD: 24" X 108" OTHER _____ X _____	URN PALL 26" X 26" FUNERAL PALL 9' X 5' 10' X 6' 11' X 7' OTHER _____ X _____	STANDARD 14" X 19" OTHER _____ X _____
11. MEMORIAL INSCRIPTION for this item? if yes, specify wording below					
MEMORIAL INSCRIPTION		WORDING: _____			
ITEM: _____		_____			
COLOR: GOLD RED OTHER _____		_____			



CUSTOMER <input type="checkbox"/> Church/Institution <input type="checkbox"/> Individual Customer Number Title (if individual) Name Mailing Address 1 Mailing Address 2 City State Zip	DELIVER TO (if different from customer mailing address): Name At/Attn Street City State Zip Daytime Phone E-mail
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Person to Contact with Questions Daytime Phone () E-Mail Address Church Affiliation & Denomination If Seminarian, Graduation Date & School Attending	PAYMENT INFORMATION HALF-OFF Ground Delivery Charges for Prepaid Orders to USA and Canada <input type="checkbox"/> CHECK ENCLOSED <input type="checkbox"/> ALMY 30-DAY CHARGE <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Card No. Exp. Date Sec. Code..... Name on Card
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HAVE YOU MOVED RECENTLY? If so, Please indicate old address: Street..... City..... State Zip	CARD STATEMENT ADDRESS <input type="checkbox"/> Same as Customer Address <input type="checkbox"/> Different Address (See Below) Mailing Address City State Zip Signature
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QTY	DESCRIPTION <i>(Style, Fabric, Color, Finish)</i>	PRODUCT CODE	SIZE	SEX M/F	MEASUREMENT IN INCHES <i>(See guide on reverse and provide measurements requested below)</i>												UNIT PRICE	TOTAL MERCHANDISE PRICE
					A	B	C	D	E	F	H	I	J	K	M	R		
1	Anglican Cassock-Wool Bld, R-P	34116		M	15½	40	34	70		33				1¼	2	7		

<p style="text-align: center;">MEASUREMENTS AND INFORMATION REQUIRED FOR ITEMS <i>(To insure proper preparation of your order, please follow the measuring instructions on reverse and note each measurement in the appropriate space above. Thank You.)</i></p> <table style="width:100%;"> <tr> <td style="width:25%; vertical-align: top;"> CASSOCKS A Collar Size B Chest/Bust C Waist D Height E Hips F Arm Length J Collar Height K Collar Opening (Style) </td> <td style="width:25%; vertical-align: top;"> WRIST CUFFS & BANDS M Wrist VEST/RABAT A Collar Size B Chest H Front Length to Waist J Collar Height K Collar Opening (Style) </td> <td style="width:25%; vertical-align: top;"> ROCHETS B Chest D Height F Arm Length M Wrist SHIRTS A Collar Size F Sleeve Length </td> <td style="width:25%; vertical-align: top;"> COLLARETTES A Collar Size J Collar Height K Collar Opening (Style) </td> </tr> <tr> <td style="vertical-align: top;"> CHIMERES B Chest D Height </td> <td style="vertical-align: top;"> MITERS, BIRETTAS, ZUCCHETTOS I Head Measurement (or hat size) </td> <td style="vertical-align: top;"> COPEES B Chest D Height </td> <td style="vertical-align: top;"> SCARF <i>(Please circle preferred placement of seals)</i> SEAL: wearers left or right at chest or scarf end SEAL: wearers left or right at chest or scarf end </td> </tr> </table>	CASSOCKS A Collar Size B Chest/Bust C Waist D Height E Hips F Arm Length J Collar Height K Collar Opening (Style)	WRIST CUFFS & BANDS M Wrist VEST/RABAT A Collar Size B Chest H Front Length to Waist J Collar Height K Collar Opening (Style)	ROCHETS B Chest D Height F Arm Length M Wrist SHIRTS A Collar Size F Sleeve Length	COLLARETTES A Collar Size J Collar Height K Collar Opening (Style)	CHIMERES B Chest D Height	MITERS, BIRETTAS, ZUCCHETTOS I Head Measurement (or hat size)	COPEES B Chest D Height	SCARF <i>(Please circle preferred placement of seals)</i> SEAL: wearers left or right at chest or scarf end SEAL: wearers left or right at chest or scarf end	Total Merchandise Amount Subtotal Delivery Sales Tax Total
CASSOCKS A Collar Size B Chest/Bust C Waist D Height E Hips F Arm Length J Collar Height K Collar Opening (Style)	WRIST CUFFS & BANDS M Wrist VEST/RABAT A Collar Size B Chest H Front Length to Waist J Collar Height K Collar Opening (Style)	ROCHETS B Chest D Height F Arm Length M Wrist SHIRTS A Collar Size F Sleeve Length	COLLARETTES A Collar Size J Collar Height K Collar Opening (Style)						
CHIMERES B Chest D Height	MITERS, BIRETTAS, ZUCCHETTOS I Head Measurement (or hat size)	COPEES B Chest D Height	SCARF <i>(Please circle preferred placement of seals)</i> SEAL: wearers left or right at chest or scarf end SEAL: wearers left or right at chest or scarf end						

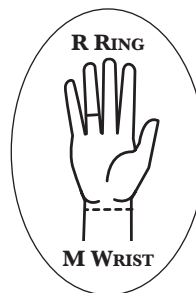
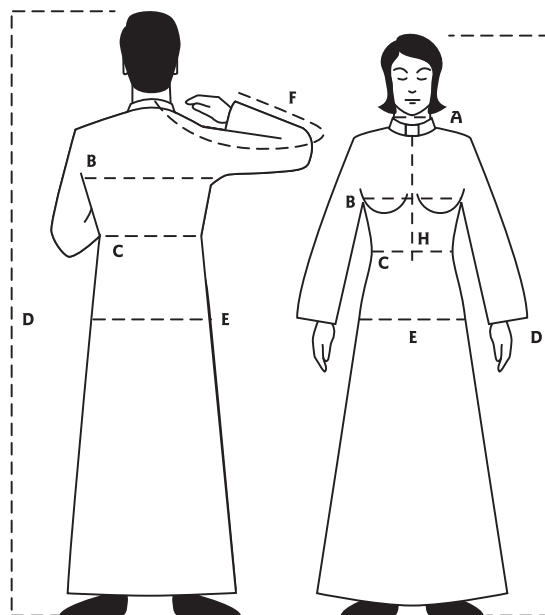
Required Measurements for Custom-Tailored Clergy Apparel

When preparing to order custom-tailored clergy apparel, please:

- Note the body measurements that are required for each garment in the table below
- Have your measurements taken according to the instructions for each body dimension. Do not attempt to measure yourself.
- Make a record of each measurement/size for use when you call or order on almy.com

- A COLLAR/NECK** Wrap a measuring tape around lower part of neck, not too tight. Inches = size. Or check the neck size in the label in a dress shirt that fits comfortably and specify that.
- B CHEST/BUST** Measure around fullest part of chest keeping tape under arms and around shoulder blades. Measure “loosely”, with a couple of fingers under the tape. Women, please note that bra size is not chest/bust size — please measure. Inches = size.
- C WAIST** Measure at level of navel (above usual waistline, particularly for men), over a shirt. Measure “loosely”, with a couple of fingers under the tape. Inches = size.
- D HEIGHT** Stand in stocking feet with heels and back against wall. Mark height on wall and measure from mark to the floor. Inches=height.

- E HIPS** Measure around fullest part of hip and seat. Measure “loosely”, with a couple of fingers under the tape. Inches = size.
- F ARM LENGTH** Bend elbow and measure from center back of neck, over shoulder to elbow and wrist bone. Inches=size.
- H FRONT LENGTH TO WAIST** Measure from base of collar down front to the bottom of the belt line. Inches=size.
- I HEAD** Wrap flexible measuring tape around largest part of head, about 1” above eyebrows. Read tape to nearest 1/8”. Almy will convert to the correct hat size.
- J COLLAR HEIGHT** Note the height at the front of your clerical collar—usually 1”, 1 1/4” or 1 1/2”.
- K COLLAR OPENING** Indicate the width of the collar opening you prefer on custom tailored cassocks or rabats. Almy standards are 1” for Roman styles, 2” for Anglican styles.
- M WRIST** Measure around widest part of wrist for writing hand. Inches=size.
- R RING** Visit a local jeweler and obtain the size of the finger on which you will wear your Episcopal ring — usually 3rd finger on right hand.



Almy reserves the right not to accept returns of custom-made items accurately tailored to measurements supplied by customers. We are pleased to provide complimentary measuring tapes, on request.

Garment	A Collar Neck	B Chest/Bust	C Waist	D Height	E Hips	F Arm Length	H Front Length	I Head	J Collar Height	K Collar Opening	M Wrist	R Ring
Cassock	●	●	●	●	●	●			●	●		
Band Cincture			●									
Rochet		●		●		●					●	
Chimere		●		●								
Wrist Bands											●	
Vest/Rabat	●	●	●				●		●	●		
Collarette	●								●	●		
Shirt	●					●						
Miter, Biretta, Zucchetto								●				
Cope		●		●								

My Measurements	A Collar Neck	B Chest/Bust	C Waist	D Height	E Hips	F Arm Length	H Front Length	I Head	J Collar Height	K Collar Opening	M Wrist	R Ring
Date												