



ALMY POLICIES & ORDERING INFORMATION



GUARANTEE We guarantee you'll be satisfied with anything you order from Almy. QuikShip items may be returned for any reason for exchange or refund. Custom-made or personalized items may be returned for alteration or exchange if they are defective or do not conform to your order specifications.

We encourage you to view free fabric swatches or samples prior to confirming any custom-made order — we are happy to help.

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 Almy may have to change prices in this catalog prior to the August 20, 2018 expiration date. In that event, we will contact you for approval before shipping.

DELIVERY & 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 major credit cards (Visa, MasterCard, Amex, Discover.) Credit cards are charged at the time of shipment only for the value of the shipment. USA and Canadian customers without an Almy Account in good order, and all other international customers, are asked to prepay their orders in full.

SALES TAX Orders delivered to New York, Connecticut and Maine that are charged to any individual, or to institutions for which we do not possess a tax exempt certificate, are subject to sales tax in those states. We will credit and refund taxes when provided with a tax exempt certificate.

RETURNS Shipments to USA and Canada include simple instructions and a prepaid label for returning merchandise to us. We will deduct \$9.00 from the credit for any returns using these services. International customers, please contact us for return assistance.

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 Qualified USA and Canadian customers may charge their orders to their Almy Account. Almy Account charges are payable 30 days from the date of invoice (shipment). We reserve the right to impose a 1.5% per month finance charge on overdue balances. New accounts are available only for recognized organizations in USA and Canada — please request a credit application from your customer service representative, or visit www.almy.com/resources/documents to download an application. Send the completed application with prepayment of your initial order and credit terms will be considered for subsequent orders.

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
Up to \$40.99	\$ 6.25	\$12.50	\$18.50	\$ 37.00	\$ 49.50
\$ 41 to \$100.99	\$ 8.25	\$16.50	\$24.50	\$ 49.00	\$ 65.00
\$101 to \$200.99	\$10.50	\$21.00	\$31.50	\$ 63.00	\$ 80.00
\$201 to \$300.99	\$12.50	\$25.00	\$37.50	\$ 75.00	\$ 95.00
\$301 to \$400.99	\$15.00	\$30.00	\$45.50	\$ 91.00	\$135.00
\$401 to \$700.99	\$24.00	\$48.00	\$71.00	\$142.00	\$176.00
\$701 to \$1,000.99	\$29.00	\$58.00	\$86.00	\$172.00	\$219.00
\$1,001 and up	\$35.00	\$70.00	\$103.00	\$206.00	\$364.00
Expedited Service, For Prepaid and Postpaid Orders, add to Ground Charges above					<i>International customers are responsible for local taxes, tariffs and customs clearance fees.</i>
<i>Expedited delivery provided by FedEx. Street address is required.</i>	3-Day \$28.00		2-5 Day \$42.00		
	2-Day \$38.00		1-3 Day \$56.00		
	1-Day \$53.00				
	Sat 1-Day \$75.00				

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 — <i>for international deliveries, please inquire</i>			
Product Code	Name	USA	
		Prepaid	Postpaid
KL2104	Case of four 210 hr bottles	\$ 8.00 ea.	\$16.00 ea.
KL21012*	Case of twelve 210 hr bottles	\$11.50 ea.	\$23.00 ea.
KL2025*	Case of twenty-five 20 hr cans	\$ 8.00 ea.	\$16.00 ea.
KL7025*	Case of twenty-five 70 hr cans	\$11.50 ea.	\$23.00 ea.
KL25002N*	Case of two 2500 hr containers	\$18.50 ea.	\$37.00 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 and Canada 1.800.225.2569
International +1.203.531.7600

Fax

USA and Canada 1.800.426.2569
International +1.203.531.9048

RETAIL SHOWROOM

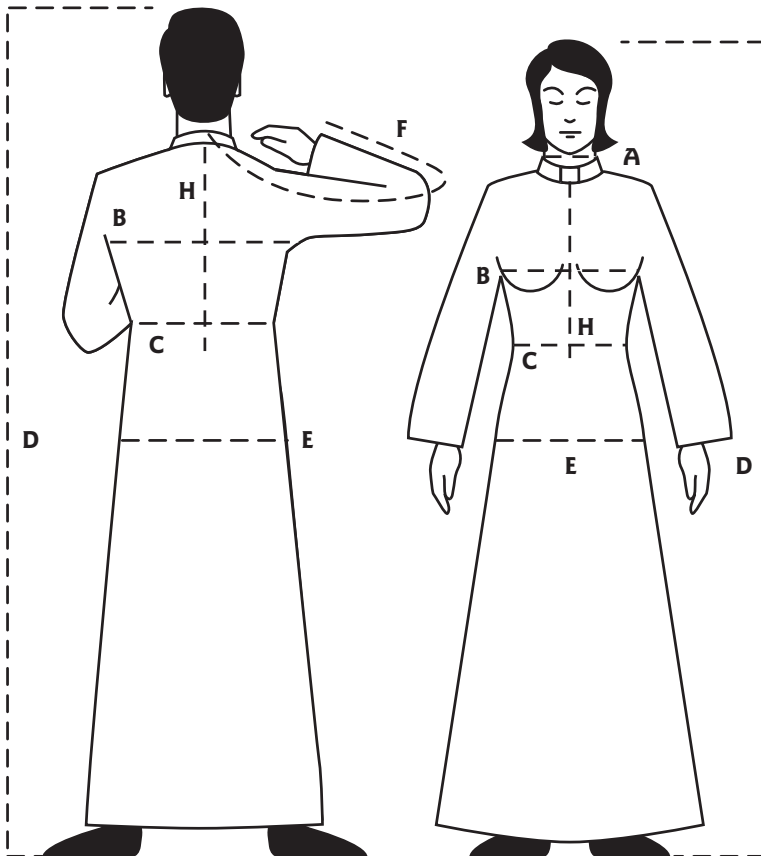
228 Sound Beach Avenue,
Old Greenwich, CT 06870
Mon – Fri, 10 AM – 5 PM; Sat, 10 AM – 2 PM
(for directions: www.almy.com/locations.html)

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

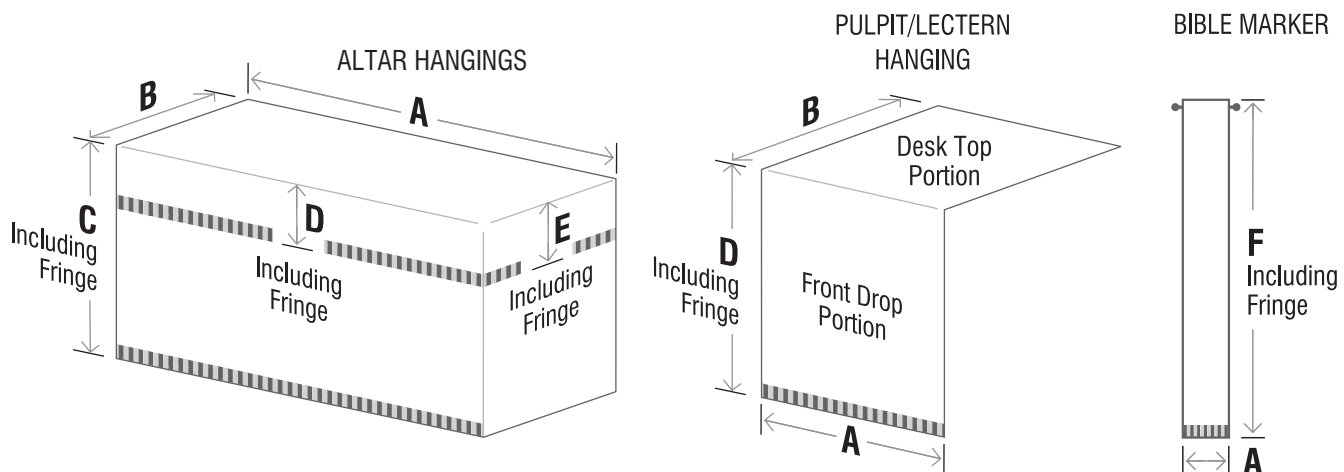
Measure from base of collar down front to the bottom of the belt line or waist. Inches = size.

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.





CM ALMY

28 KAYSAL COURT, ARMONK, NY 10504-1344
1.800.225.2569 FAX 1.800.426.2569 www.almy.com

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

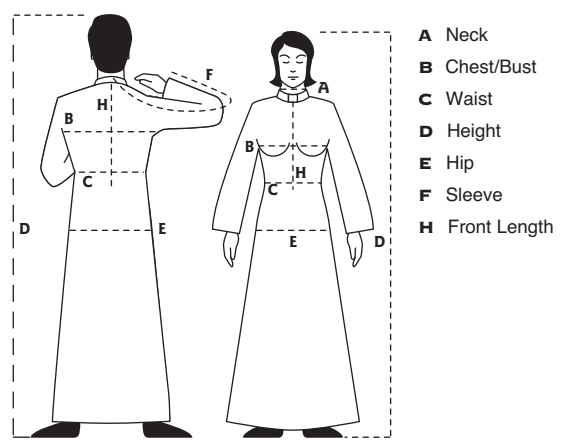
Street

City.....State..... Zip

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>MERCHANDISE AMOUNT</p> <p>DELIVERY <i>SEE POLICY CHART, PAGE 201</i></p> <p>SALES TAX (NY, ME & CT DELIVERIES ONLY)</p> <p>ORDER SUB-TOTAL THANK YOU!</p> <p>PRE-PAYMENT/REMITTANCE AMOUNT</p> <p>BALANCE</p>	<p> </p> <p> </p> <p> </p> <p> </p> <p> </p> <p> </p>
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ALTAR RAIL & PEW CUSHIONS (SEE PAGE 89 FOR INFORMATION)

STYLE (CIRCLE CHOICE)

Tufted Altar Rail Cushion

Tufted Pew Cushion

Fabric _____ Color _____

Flameproofing _____ Scotchguard Finish _____

Angled or Curved Cushions? (Please Enclose Pattern) _____

Quantities

Measurements (Length X Width)

_____ X _____
 _____ X _____
 _____ X _____
 _____ X _____
 _____ X _____
 _____ X _____
 _____ X _____
 _____ X _____

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:

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)





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<p>HAVE YOU MOVED RECENTLY? If so, Please indicate old address:</p> <p>Street</p> <p>CityState 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		





CHOIR VESTMENT SIZE PLANNER

Many choirs find it convenient to make a list of choir members and their measurements to assist in determining correct sizes. Here is a handy form to help you. If you like, send it in with your order and we'll make certain sizes are correct.

NAME OF CHOIR MEMBER	MALE/ FEMALE		CHEST	HEIGHT	ALMY SIZE CODE		
	VESTMENT 1	VESTMENT 2			ACCESSORY		





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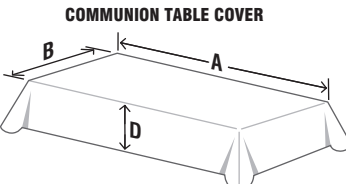
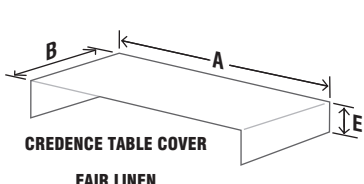
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ALTAR & COMMUNION LINENS (PAGES 82-87)

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			



- MEASUREMENT KEY**
- A ALTAR TOP, SIDE-TO-SIDE
 - B ALTAR TOP, FRONT-TO-BACK
 - D FRONT DROP LENGTH, ALTAR TOP-TO-HEM
 - E END DROP LENGTH , ALTAR TOP-TO-HEM
 - F OVERALL LENGTH, A+E+E





STEPS IN DESIGNING & ORDERING	JACOBAN FRONTAL (PAGE 53)	COMMUNION TABLE RUNNER (PAGE 57)	ALTAR COVERS (PAGE 57)	ALTAR FRONTLETS (PAGE 54)	ALTAR SCARVES (PAGE 54)
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 62-68)					
6. State COLOR of item					
7. If traditional Damask (see pages 62-63, 65-68) 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 62-68)	NO. _____ COLOR _____	NO. _____ COLOR _____	NO. _____ COLOR _____	NO. _____ COLOR _____	NO. _____ COLOR _____
10. SYMBOLS (see pages 72-80 for choices, prices and Guide to Size Selection.) A. Indicate symbol no. & size (For Contemporary Symbols 72-75, please submit color specifications if other than Gold/Silver combination) B. Select Method A or Method B (see page 78) 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	FRONT DROP NO. _____ SIZE _____ x _____ NO. _____ SIZE _____ x _____ METHOD: A B
11. ORPHREY BANDINGS (see pages 69-71 for choices, design suggestions, and prices) A. Indicate banding number B. State banding color C. Indicate banding arrangement for item ordered (see pages 53, 54, 57)	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>Diagram 1: ALTAR COVER (Dimensions: A, B, E including fringe)</p> <p>Diagram 2: JACOBAN FRONTAL (Dimensions: A, B, C including fringe)</p> <p>Diagram 3: ALTAR FRONTLET or ALTAR SCARF (Dimensions: A, B, D including fringe)</p> <p>Diagram 4: COMMUNION TABLE RUNNER (Dimensions: A, B, E)</p> <p>Diagram 5: OPTION FOR FREE STANDING ALTAR HANGING (Shows altar with extra 6" of altar top linen)</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 <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>
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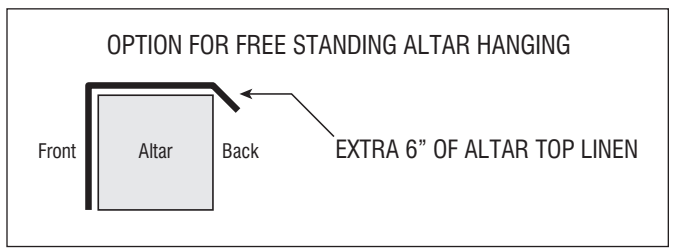
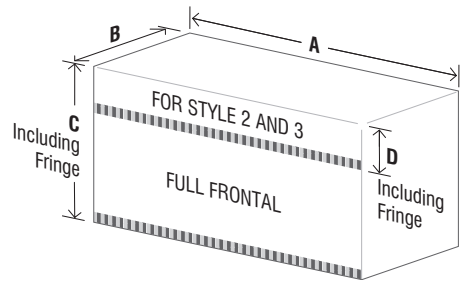
HAVE YOU MOVED RECENTLY? If so, Please indicate old address:

Street

City.....State..... Zip

STEPS IN DESIGNING & ORDERING FULL FRONTAL (PAGE 55)

<p>1. Fill in PRODUCT CODE for basic item</p>	<p>STYLE 1 2 3</p>	<p>10. SYMBOLS (see pages 72-80 for symbol choices and prices. guide to size selection)</p> <p>A. Indicate symbol no. & size (for contemporary symbols 72-75 please submit color specifications if other than gold/silver combination).</p> <p>B. Select Method A or Method B (see page 78) of applying Traditional Appliques (circle choice)</p>
<p>2. Choose STYLE (circle choice)</p>	<p>SEE NOTE</p> <p>A _____ IN.</p> <p>B _____ IN.</p> <p>C _____ IN.</p> <p><i>FOR STYLES 2&3</i></p> <p>D _____ IN.</p>	<p>FULL FRONTAL CENTER:</p> <p>NO. _____</p> <p>SIZE _____ X _____</p>
<p>3. MEASUREMENTS Use drawings below as a guide, please provide exact measurements for item being ordered.</p> <p>NOTE: be sure to give all requested measurements so symbol can be properly centered on "Drop" portion of hanging.</p>	<p>YES NO</p>	<p>SUPERFRONTAL (STYLES 2&3) CENTER:</p> <p>NO. _____</p> <p>SIZE _____ X _____</p> <p>ENDS:</p> <p>NO. _____</p> <p>SIZE _____ X _____</p> <p>METHOD: A OR B</p>
<p>4. FOR FREE-STANDING ALTARS, should almy furnish an extra 6" of altar top linen to drop behind altar and hold hanging in place?</p>	<p>MATCHING GOLD</p> <p>OTHER</p>	<p>11. ORPHREY BANDINGS (see pages 69-71 for choices, design suggestions, and prices)</p> <p>A. Indicate banding number</p> <p>B. State banding color</p> <p>C. Indicate banding arrangement for item ordered (see page 55)</p>
<p>5. Indicate FABRIC (see pages 62-68)</p>	<p>Color</p>	<p>12. MEMORIAL INSCRIPTION for this item? If "yes", specify wording on reverse side of page.</p>
<p>6. Indicate COLOR</p>		
<p>7. If traditional Damask indicate PATTERN (pages 62-63, 65-68)</p>		
<p>8. Choose LINING COLOR (circle or indicate choice)</p>		
<p>9. Choose FRINGE STYLE NO. & COLOR (pages 62-68)</p>		



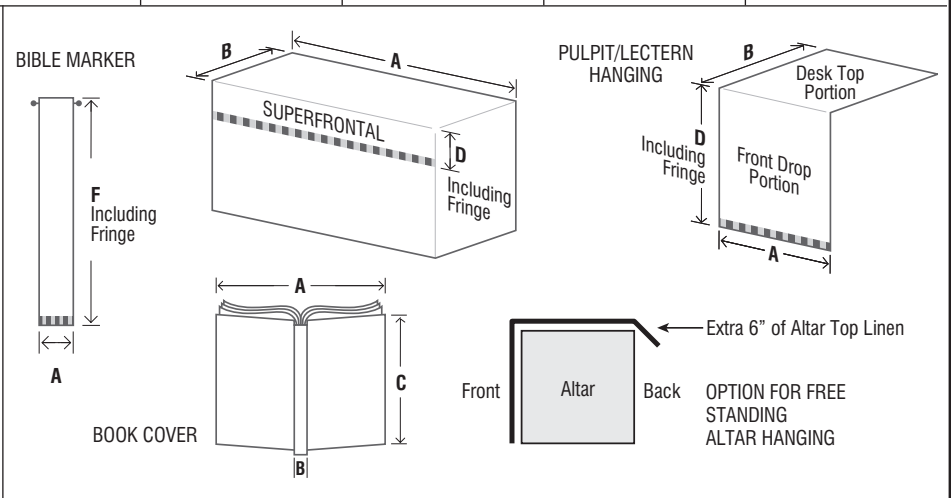


STEPS IN DESIGNING & ORDERING	SUPERFRONTAL (PAGE 53)	PULPIT HANGING (PAGE 56)	LECTERN HANGING (PAGE 56)	BIBLE MARKER (PAGE 56)	BOOK COVER (PAGE 58)
1. Fill in PRODUCT CODE for basic item					
2. Choose QUANTITY (circle choice)				SINGLE OR PAIR	
3. MEASUREMENTS Use drawings below as a guide, please provide 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: _____
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 62–68)					
6. State COLOR of item					
7. If traditional Damask (pages 62–63, 65–68) 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 62–68)	COLOR _____	COLOR _____	COLOR _____	COLOR _____	
10. SYMBOLS (see pages 72–80 for choices, prices, and Guide to Size Selection). A. Indicate symbol no. & size (For Contemporary Symbols 72–75, please submit color specifications if other than Gold/Silver combination) B. Select Method A or Method B (see page 78) 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 69–71 for choices, design suggestions and prices) A. Indicate banding number B. State banding color C. Indicate banding arrangement for item ordered (see pages 53, 56 and 58)	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: _____





STEPS IN DESIGNING & ORDERING	CHASUBLE (PAGE 51)	DALMATIC (PAGE 52)	STOLE (PAGES 51, 52)	MANIPLE (PAGE 51)	BURSE & VEIL (PAGE 58)										
1. Fill in PRODUCT CODE for basic item															
2. STYLE and SIZE information (circle choice) A. Style of chasuble (page 51) dalmatic (page 52), stoles (pages 51, 52) and burse (page 58) B. Size of chasuble or dalmatic (pages 51, 52)	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 51) DEACON STOLE (FOR DALMATIC, SEE PAGE 52)		BOOK BELLOWS										
3. Indicate FABRIC (see pages 62–68).															
4. State COLOR of item															
5. If traditional Damask (pages 62–63, 65–68) 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 style no. & color (pages 62–68) for stole/maniple B. Cording color (pages 62–68) for burse & veil			NO. _____ COLOR _____	NO. _____ COLOR _____	MATCHING GOLD OTHER _____										
8. SYMBOLS (see pages 72–80 for choices, prices, and Guide to Size Selection). A. Indicate symbol no. & size (For Contemporary Symbols 72–75, please submit color specifications if other than Gold/Silver combination) B. Select Method A or Method B (see page 78) 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 69–71 for choices, design suggestions and prices). A. Indicate banding number B. State banding color C. Indicate banding arrangement for item, ordered (see pages 51, 52 and 58).	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															
<table border="0" style="width: 100%;"> <tr> <td style="width: 35%;">MEMORIAL INSCRIPTION</td> <td>WORDING: _____</td> </tr> <tr> <td>ITEM: _____</td> <td>_____</td> </tr> <tr> <td>COLOR: GOLD RED OTHER _____</td> <td>_____</td> </tr> <tr> <td></td> <td>_____</td> </tr> <tr> <td></td> <td>_____</td> </tr> </table>						MEMORIAL INSCRIPTION	WORDING: _____	ITEM: _____	_____	COLOR: GOLD RED OTHER _____	_____		_____		_____
MEMORIAL INSCRIPTION	WORDING: _____														
ITEM: _____	_____														
COLOR: GOLD RED OTHER _____	_____														





CM ALMY

28 KAYSAL COURT, ARMONK, NY 10504-1344
1.800.225.2569 FAX 1.800.426.2569 www.almy.com

Prices effective through August 20, 2018
Subject to change prior to that date.

<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>	

COORDINATED SANCTUARY SETS (PAGES 2-29)

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

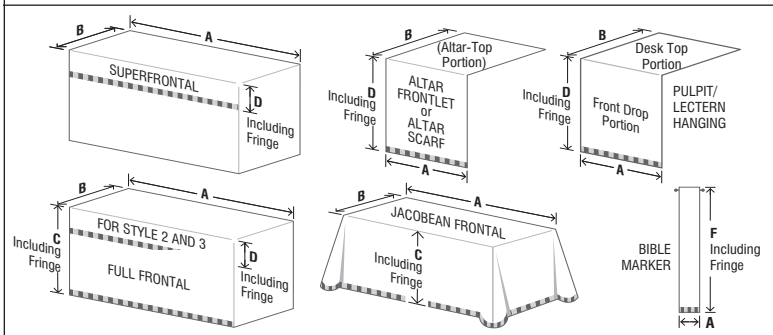


MEMORIAL EMBROIDERY INFORMATION

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 ON PAGE 201</i>
	Sales Tax (NY, ME & CT deliveries only)
	Order Sub-Total Thank You!
	Pre-payment/remittance amount
	BALANCE





STEPS IN DESIGNING & ORDERING	COPE (PAGE 49)	MITER (PAGE 48)	HUMERAL VEIL (PAGE 48)	FUNERAL PALL (PAGE 59)	ALTAR PILLOW (PAGE 137)										
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 62–68)															
4. State COLOR of item															
5. If traditional Damask (pages 62–63, 65–68) 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 62–68) for cope, miter. B. Cording or galloon style no. & color (pages 62–68) 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 72–80 for symbol choices, prices, and guide to size and selection). A. Indicate symbol no. & size (for contemporary symbols 72–75, please submit color specifications if other than gold/silver combination) B. Select Method A or Method B (see page 78) 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 69–71 for choices, design suggestions, and prices) A. Indicate banding number B. State banding color C. Indicate banding arrangement for item ordered (see pages 48, 49 and 59) <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. <i>*COPE WILL BE MADE TO FALL 3" FROM FLOOR</i>	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															
<table border="0"> <tr> <td style="width: 35%;">MEMORIAL INSCRIPTION</td> <td>WORDING: _____</td> </tr> <tr> <td>ITEM: _____</td> <td>_____</td> </tr> <tr> <td>COLOR: GOLD RED OTHER _____</td> <td>_____</td> </tr> <tr> <td></td> <td>_____</td> </tr> <tr> <td></td> <td>_____</td> </tr> </table>						MEMORIAL INSCRIPTION	WORDING: _____	ITEM: _____	_____	COLOR: GOLD RED OTHER _____	_____		_____		_____
MEMORIAL INSCRIPTION	WORDING: _____														
ITEM: _____	_____														
COLOR: GOLD RED OTHER _____	_____														





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

Street

City.....State..... Zip

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>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>				Total Merchandise Amount
<p>CASSOCKS</p> <p>A Collar Size B Chest/Bust C Waist D Height E Hips F Arm Length J Collar Height K Collar Opening (Style)</p>	<p>WRIST CUFFS & BANDS</p> <p>M Wrist</p>	<p>ROCHETS</p> <p>B Chest D Height F Arm Length M Wrist</p>	<p>COLLARETTES</p> <p>A Collar Size J Collar Height K Collar Opening (Style)</p>	Subtotal
<p>CHIMERES</p> <p>B Chest D Height</p>	<p>VEST/RABAT</p> <p>A Collar Size B Chest H Front Length to Waist J Collar Height K Collar Opening (Style)</p>	<p>SHIRTS</p> <p>A Collar Size F Sleeve Length</p>	<p>RINGS</p> <p>Indicate ring size in area marked "size" above. Rings usually are worn on third finger of right hand.</p>	Delivery
<p>MITERS, BIRETTAS, ZUCCHETTOS</p> <p>I Head Measurement (or hat size)</p>	<p>COPEES</p> <p>B Chest D Height</p>	<p>SCARF</p> <p><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</p>	<p>Sales Tax (ME, NY & CT deliveries only)</p>	Total



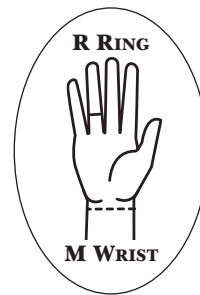
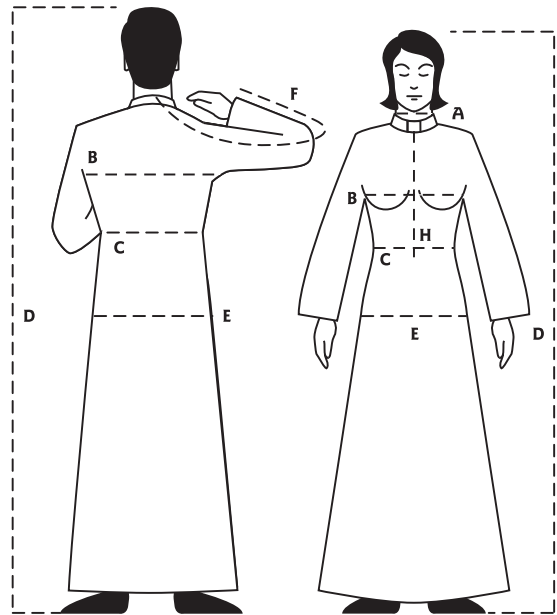
Required Measurements for Custom-Tailored Clergy Apparel

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 HIP** 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												

