



CM ALMY

ORDER FORM
SERVICE INFORMATION
MEASURING GUIDE



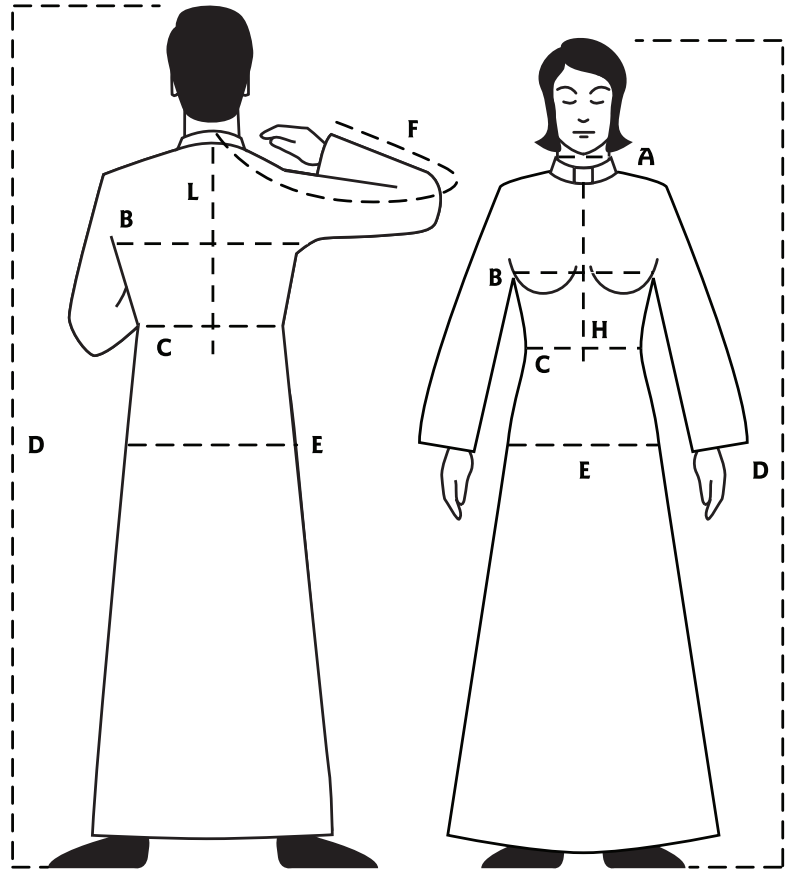
28 KAYSAL COURT, ARMONK, NY 10504-1344
1.800.225.2569 FAX 1.800.426.2569 www.almy.com

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. We are pleased to provide complimentary measuring aids, on request.

- 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 size — please measure. 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.
- 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 SLEEVE 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.



Please, note on the order form any special information our tailors should take into account when preparing your garment. Thank you.

- L BACK LENGTH TO WAIST** Measure from bottom of shirt collar down center of back to belt line. Inches=length to waist.
- M WRIST** Measure around widest part of wrist for writing hand. Inches=size.



M WRIST

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.

MEMORIAL ENGRAVING & EMBROIDERY

Gifts of metal appointments and chancel vesture have traditionally helped to beautify the sanctuary. Memorial engraving or embroidery is an effective yet discreet way to acknowledge the source of such generosity. Also, memorials are an excellent way to express the sentiments of donors and other church members. We will be pleased to engrave or embroider your memorial on virtually any Almy vestment, hanging or metal appointment.

ENGRAVING

Almy’s craftsmen will engrave your message in a choice of Block or Script lettering styles.

ENGRAVED PLATES A small brass plate can be mounted to the case of a crozier to display initials or a short commemorative message.

ENGRAVING ON ARTICLES Brief memorials which do not detract from the beauty of the article are most appropriate. Our engraver will choose a discreet location for your message.

EMBROIDERY

Embroidered memorials are worked in script letters in the linings of vestments. Our embroideress will choose the location of the memorial.

ORDER FORM

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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 (if different from customer mailing address):</p> <p>Mr Mrs</p> <p>Name Miss Rev</p> <p>At/Attn</p> <p>Street</p> <p>City State Zip</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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<p>HAVE YOU MOVED RECENTLY? If so, Please indicate old address:</p> <p>Street</p> <p>City State Zip</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>
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Qty	Description—Style, Fabric, Color, Finish	Product Code	Size	Sex M/F	Measurement in Inches—See Guide, pg. 2 and provide measurement requested below													Unit Price	Total Merchandise Price
					A	B	C	D	E	F	H	I	J	K	L	M			
1	Anglican Cassock-Wool Bld, R-P	34115		M	15 1/2	40	34	70		33				1 1/4	2	19	7		

<p style="text-align: center;">MEASUREMENTS AND INFORMATION REQUIRED FOR ITEMS</p> <p style="text-align: center;"><i>(To insure proper preparation of your order, please, follow the measuring instructions in the Guide and note each measurement in the appropriate space above. Thank you.)</i></p> <hr/> <table style="width: 100%;"> <tr> <td style="width: 25%; vertical-align: top;"> <p>CASSOCKS</p> <p>A Collar Size</p> <p>B Chest</p> <p>C Waist</p> <p>D Height</p> <p>E Hips</p> <p>F Sleeve Length</p> <p>J Collar Height</p> <p>K Collar Opening (Style)</p> <p>L Back Length to Waist</p> <p>WRIST CUFFS & BANDS</p> <p>M Wrist</p> </td> <td style="width: 25%; vertical-align: top;"> <p>CHIMERES</p> <p>B Chest</p> <p>D Height</p> <p>ROCHETS</p> <p>B Chest</p> <p>D Height</p> <p>M Wrist</p> <p>SHIRTS</p> <p>A Collar Size</p> <p>F Sleeve Length</p> <p>COPES</p> <p>B Chest</p> <p>D Height</p> </td> <td style="width: 25%; vertical-align: top;"> <p>VEST FRONTS</p> <p>A Collar Size</p> <p>B Chest</p> <p>H Front Length to Waist</p> <p>J Collar Height</p> <p>K Collar Opening (Style)</p> <p>MITERS, BIRETTAS, ZUCCHETTOS</p> <p>I Head Measurement (or hat size)</p> <p>COLLARETTES</p> <p>A Collar Size</p> <p>J Collar Height</p> <p>K Collar Opening (Style)</p> </td> <td style="width: 25%; vertical-align: top;"> <p>RINGS</p> <p>Indicate ring size in area marked "size," above. Rings usually are worn on third finger of right hand.</p> <p>SCARF</p> <p><i>(Please circle preferred placement of seals.)</i></p> <p>SEAL: wearers left or right at chest or scarf end</p> <p>SEAL: wearers left or right at chest or scarf end</p> </td> </tr> </table>	<p>CASSOCKS</p> <p>A Collar Size</p> <p>B Chest</p> <p>C Waist</p> <p>D Height</p> <p>E Hips</p> <p>F Sleeve Length</p> <p>J Collar Height</p> <p>K Collar Opening (Style)</p> <p>L Back Length to Waist</p> <p>WRIST CUFFS & BANDS</p> <p>M Wrist</p>	<p>CHIMERES</p> <p>B Chest</p> <p>D Height</p> <p>ROCHETS</p> <p>B Chest</p> <p>D Height</p> <p>M Wrist</p> <p>SHIRTS</p> <p>A Collar Size</p> <p>F Sleeve Length</p> <p>COPES</p> <p>B Chest</p> <p>D Height</p>	<p>VEST FRONTS</p> <p>A Collar Size</p> <p>B Chest</p> <p>H Front Length to Waist</p> <p>J Collar Height</p> <p>K Collar Opening (Style)</p> <p>MITERS, BIRETTAS, ZUCCHETTOS</p> <p>I Head Measurement (or hat size)</p> <p>COLLARETTES</p> <p>A Collar Size</p> <p>J Collar Height</p> <p>K Collar Opening (Style)</p>	<p>RINGS</p> <p>Indicate ring size in area marked "size," above. Rings usually are worn on third finger of right hand.</p> <p>SCARF</p> <p><i>(Please circle preferred placement of seals.)</i></p> <p>SEAL: wearers left or right at chest or scarf end</p> <p>SEAL: wearers left or right at chest or scarf end</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="text-align: center;">Total Merchandise Amount</td><td> </td></tr> <tr><td style="text-align: center;">Subtotal</td><td> </td></tr> <tr><td style="text-align: center;">Delivery</td><td> </td></tr> <tr><td style="text-align: center;">Sales Tax <i>(ME & CT Deliveries Only)</i></td><td> </td></tr> <tr><td style="text-align: center;">TOTAL</td><td> </td></tr> </table> <div style="text-align: center; padding: 20px;"> <p><i>Thank you for your order!</i></p> <p>Call Toll Free</p> <p>CM ALMY</p> <p>(800) 225 2569</p> </div>	Total Merchandise Amount		Subtotal		Delivery		Sales Tax <i>(ME & CT Deliveries Only)</i>		TOTAL	
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SERVICE 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 and personalized items may be returned for exchange or free alteration if they are defective or not made to order specifications. We encourage you to request free fabric swatches or samples prior to confirming any custom-made order — we are happy to help.

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

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.

SALES TAX Orders delivered to 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.

GIFT CERTIFICATES Many of our products make fine, lasting gifts. If you can't decide, why not give an Almy Gift Certificate? Simply send your name and address, along with the name and address of the person who will be receiving the certificate. State the amount you wish to give, and enclose your remittance. We will send the certificate and a catalog to the recipient directly, or, if you prefer, the gift certificate can be sent to you.

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.

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/documents.html to download an application. Send the completed application with prepayment of your initial order and credit terms will be considered for subsequent orders.

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.

DELIVERY METHODS AND CHARGES

Please see a current Almy catalog or visit www.almy.com for current services and rates.

TO ORDER OR CONTACT ALMY

Phone

Monday through Friday:

USA and Canada 1.800.225.ALMY (2569)

International +1.203.531.7600

Fax

USA and Canada 1.800.426.ALMY (2569)

International +1.203.531.9048

Email almyaccess@almy.com

Web www.almy.com

SHOWROOMS

For directions: www.almy.com/locations.html

New York City Area

228 Sound Beach Avenue,
Old Greenwich, CT 06870

Mon – Fri, 10 AM – 5 PM;

Sat, 10 AM – 2 PM

1.800.225.2569