

ALMY POLICIES & ORDERING INFORMATION

GUARANTEE AND RETURNS Since 1892, our commitment has been to ensure your complete satisfaction with every order from Almy. QuikShip items that have not been customized with engraving or embroidery may be returned for a refund or exchange within 1 year of purchase.

For items purchased over 1 year ago, store credit may be issued at our discretion. Custom-made items, including non-stock garment sizes or those with engraving or embroidery, may only be returned if they are defective or do not meet your order specifications. In such cases, we will offer alterations or exchanges within 60 days of receipt.

For returns due to product defects or items not meeting your order specifications, we offer free return shipping. If you request a prepaid ARS label for other returns, a \$10.00 fee will be deducted from any issued refund or credit.

For non-church-related customers purchasing items for one-time use, returns must be authorized in advance. Please contact our customer service team for assistance.

Please visit www.almy.com for additional details about our terms and conditions.

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 \$25. 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. For the most current pricing details, please visit www.almy.com. We will notify you of any price changes that occur prior to shipping if they are not reflected on our website.



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. We kindly request a full or partial payment for all handcrafted custom-made products, with any remaining balance charged upon shipment. Prepayment is required for USA and Canadian customers without an Almy Account, and for all other international customers.

Please remit payments to:

F.C. Ziegler Co., dba CM Almy
2111 E. 11th Street, Tulsa, OK 74104

SALES TAX In conformance with the Supreme Court's June 2018 ruling in South Dakota vs Wayfair, we collect and remit sales tax on orders delivered to states 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 valid 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.

TO ORDER OR CONTACT ALMY

Digital Concierge Service

While our physical showroom in Armonk, NY is now closed, you can still enjoy the same excellent service you have come to expect with our Digital Concierge Service via video conferencing or telephone. Please set up an appointment today at **914-864-9140**.

Phone Monday thru Friday:

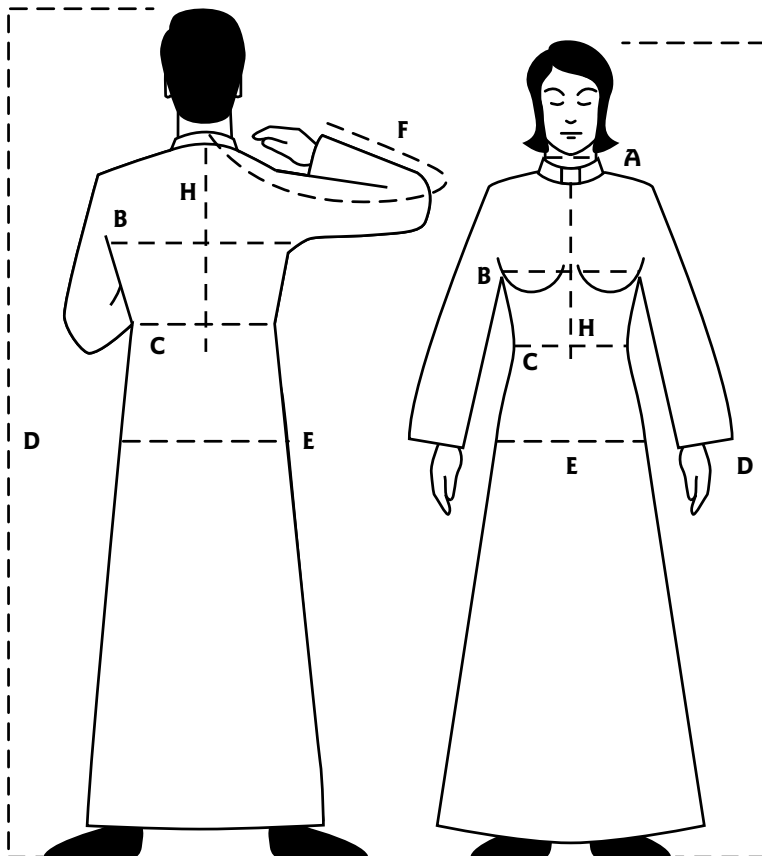
USA and Canada **1.800.225.2569**
International **+1.914.864.9100**

Fax

USA and Canada **1.800.426.2569**
International **+1.914.864.9105**

Email.....almyaccess@almy.com
Webwww.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

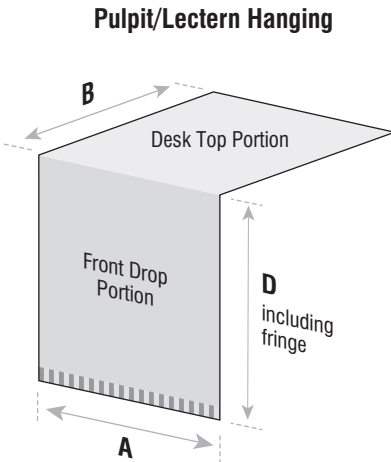
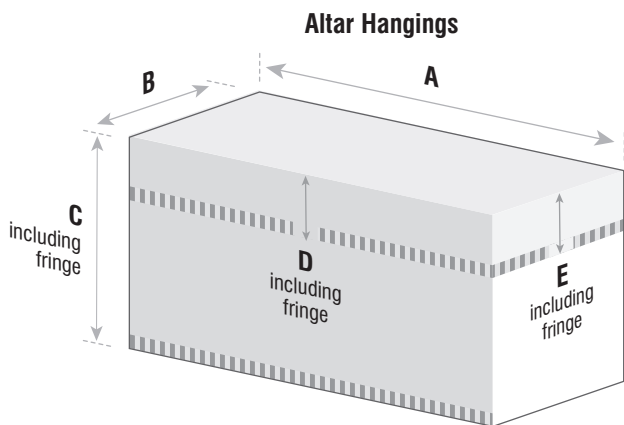
Measure from base of collar down front to the bottom of the belt line or waist. Inches = size.

SANCTUARY FURNISHING MEASUREMENTS

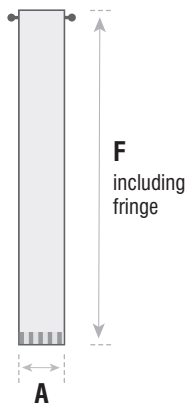
Please measure your altar, pulpit and other furnishings, not existing hangings. To insure accuracy please take all measurements twice, and measure to nearest $\frac{1}{4}$ ". For altar tops which are neither square nor rectangular, please send a full size pattern of altar top. Thank you.

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.



Bible Marker





CM ALMY

A DIVISION OF F.C. ZIEGLER CO.

133 RUTH STREET, PITTSFIELD, ME 04967 800.225.2569 FAX 800.426.2569 www.almy.com

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

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

Street

City State Zip

Call customer service at 1-800-225-2569
with credit card information or remit payments to:

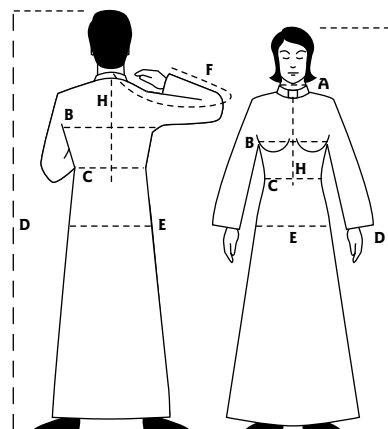
F.C. Ziegler Co., dba CM Almy, 2111 E. 11th Street, Tulsa, OK 74104

PRODUCT CODE	COLOR	SIZE CODE	DESCRIPTION	QTY	M E A S U R E M E N T S								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**



A Neck
B Chest/Bust
C Waist
D Height
E Hip
F Sleeve
H Front Length

MERCHANDISE AMOUNT	
DELIVERY SEE POLICY CHART	
SALES TAX	
ORDER SUB-TOTAL THANK YOU!	
PRE-PAYMENT/REMITTANCE AMOUNT	
BALANCE	

OF-2A

MEMORIAL PLATES

IN MEMORY OF
RALPH F. ROGERS

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"	\$13.00	Up to 5	Up to 38
4"	2"	\$19.00	Up to 10	Up to 50
Options:	Engraved, Per Letter	\$1.20	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:
☐ 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)

**CM ALMY**

A DIVISION OF F.C. ZIEGLER CO.

133 RUTH STREET, PITTSFIELD, ME 04967 800.225.2569 FAX 800.426.2569 www.almy.com

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
.....

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

Street
City State Zip

Call customer service at 1-800-225-2569
with credit card information or **remit payments to:**

F.C. Ziegler Co., dba CM Almy, 2111 E. 11th Street, Tulsa, OK 74104

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		

OF-3A

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.

OF-3B



A DIVISION OF E.C. ZIEGLER CO.

133 RUTH STREET, PITTSFIELD, ME 04967

800.225.2569 FAX 800.426.2569

www.almy.com

☐ Church/Institution ☐ Individual

Title (if individual)..... Name

Mailing Address 1

Mailing Address 2

City State Zip

Name.....

Attn:

Street

City..... State Zip

Daytime Phone E-mail

Person to Contact with Questions

Daytime Phone ()

E-Mail Address

Church Affiliation & Denomination _____

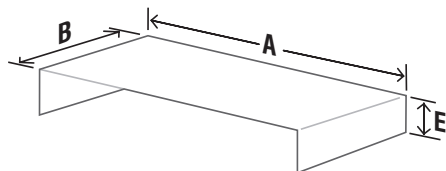
If Seminarian, Graduation Date & School Attending

Street.....

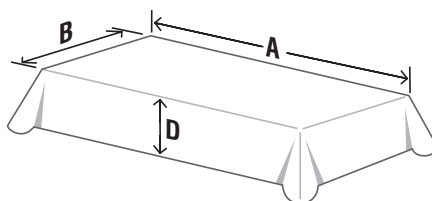
City _____ State _____ Zip _____

Call customer service at 1-800-225-2569
with credit card information or **remit payments to:**

F.C. Ziegler Co., dba CM Almy, 2111 E. 11th Street, Tulsa, OK 74104

ALTAR & COMMUNION LINENS (PAGES 74–81)[illegible]

CREDENCE TABLE COVER FAIR LINEN

**COMMUNION TABLE COVER**

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 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: _____

B

A

E

Including Fringe

ALTAR COVER

B

A

C

Including Fringe

JACOBAN FRONTAL

B

A

E

COMMUNION TABLE RUNNER

B

A

D

Including Fringe

ALTAR FRONTLET or ALTAR SCARF

Altar

Extra 6" of Altar Top Linen

OPTION FOR FREE STANDING ALTAR HANGING



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133 RUTH STREET, PITTSFIELD, ME 04967 800.225.2569 FAX 800.426.2569 www.almy.com

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
.....

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

Street
City State Zip

Call customer service at 1-800-225-2569
with credit card information or remit payments to:

F.C. Ziegler Co., dba CM Almy, 2111 E. 11th Street, Tulsa, OK 74104

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.

NOTE: be sure to give all requested measurements so symbol can be properly centered on "Drop" portion of hanging.

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)

FULL FRONTAL CENTER

NO.
SIZE x

SUPERFRONTAL (STYLES 2&3) CENTER:

NO.
SIZE x

ENDS

NO.
SIZE x

METHOD: A OR B

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

A. Indicate banding number

B. State banding color

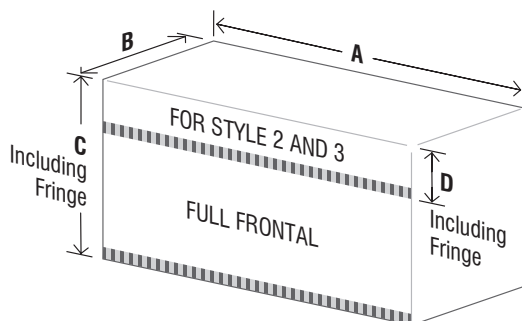
C. Indicate banding arrangement for item ordered (see page 51)

NO.

COLOR

ARRANGEMENT

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



OPTION FOR FREE STANDING ALTAR HANGING



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					

MEMORIAL INSCRIPTION ITEM: _____ COLOR: GOLD RED OTHER _____ WORDING: _____ _____ _____ _____ _____ _____ _____ _____ _____	<p>BIBLE MARKER</p>	<p>SUPERFRONTAL</p>	<p>PULPIT/LECTERN HANGING</p>
	<p>BOOK COVER</p>	<p>Altar</p>	



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☐ Church/Institution ☐ Individual

Customer Number
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Mailing Address 2
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Daytime Phone E-mail

Person to Contact with Questions
Daytime Phone ()
E-Mail Address
Church Affiliation & Denomination
If Seminarian, Graduation Date & School Attending
.....

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F.C. Ziegler Co., dba CM Almy, 2111 E. 11th Street, Tulsa, OK 74104

STEPS IN DESIGNING & ORDERING

CLERGY STOLES (SHOWN ON PAGES 46, 48)

1. Fill in PRODUCT CODE for basic item				
2. Choose STYLE (circle choice)	TRADITIONAL	GOthic	BROAD: MITERED NECK	BROAD: FITTED NECK DEACON'S ANGLED SASH
3. Choose size (broad & deacon stoles, only)				
4. Indicate FABRIC (see pages 58-64)				
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 OTHER _____ GOLD	MATCHING OTHER _____ GOLD	MATCHING OTHER _____ GOLD	MATCHING OTHER _____ GOLD
8. Choose FRINGE STYLE NO. & COLOR (pages 58-64)	NO. _____ COLOR _____	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	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 _____	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	_____ IN. LENGTH EACH SIDE, INCLUDING FRINGE OR TASSELS

OF-6A

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 _____ _____ _____ _____					

**CM ALMY**

A DIVISION OF F.C. ZIEGLER CO.

133 RUTH STREET, PITTSFIELD, ME 04967 800.225.2569 FAX 800.426.2569 www.almy.com

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

.....

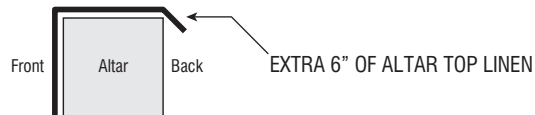
HAVE YOU MOVED RECENTLY? If so, Please indicate old address:

Street

City State Zip

Call customer service at 1-800-225-2569
with credit card information or **remit payments to:****F.C. Ziegler Co., dba CM Almy, 2111 E. 11th Street, Tulsa, OK 74104****COORDINATED SANCTUARY SETS (PAGES 2-24)**

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

OF-7A

STEPS IN DESIGNING & ORDERING	COPE (PAGE 45)	MITER (PAGE 44)	HUMERAL VEIL (PAGE 44)	FUNERAL PALL (PAGE 55)	ALTAR PILLOW (PAGE 127)
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 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 ORPHERY NO. _____ COLOR _____ HOOD (IF DIFFERENT FROM FRONT ORPHERY) 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 ITEM: _____ COLOR: GOLD RED OTHER _____ WORDING: _____ _____ _____ _____ _____ _____					



A DIVISION OF F.C. ZIEGLER CO.

DELIVER TO (if different from customer mailing address):

Name.....
At/Attn
Street
City..... State Zip
Daytime Phone E-mail

Customer Number
 Title *(if individual)* Name
 Mailing Address 1
 Mailing Address 2
 City State Zip

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

Street.....

City..... State Zip

Person to Contact with Questions

Daytime Phone ()

E-Mail Address

Church Affiliation & Denomination

If Seminarian, Graduation Date & School Attending

Call customer service at 1-800-225-2569
with credit card information or **remit payments to:**
FC Ziegler, 2111 E 11th Street, Tulsa, OK 74104

QTY	DESCRIPTION (Style, Fabric, Color, Finish)	PRODUCT CODE	SIZE	SEX M / F	MEASUREMENT IN INCHES (See guide on reverse and provide measurements requested below)												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						
MEASUREMENTS AND INFORMATION REQUIRED FOR ITEMS (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.)															Total Merchandise Amount						
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) RINGS Indicate ring size in area marked "size" above. Rings usually are worn on third finger of right hand.					Subtotal	
CHIMERES B Chest D Height					MITERS, BIRETTAS, ZUCCHETTOS I Head Measurement (or hat size)					COPES B Chest D Height					SCARF (Please circle preferred placement of seals) SEAL: wearers left or right at chest or scarf end SEAL: wearers left or right at chest or scarf end					Delivery	
															Sales Tax						
															Total						

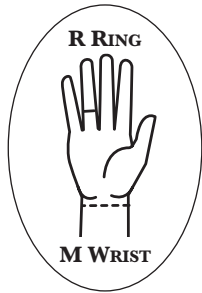
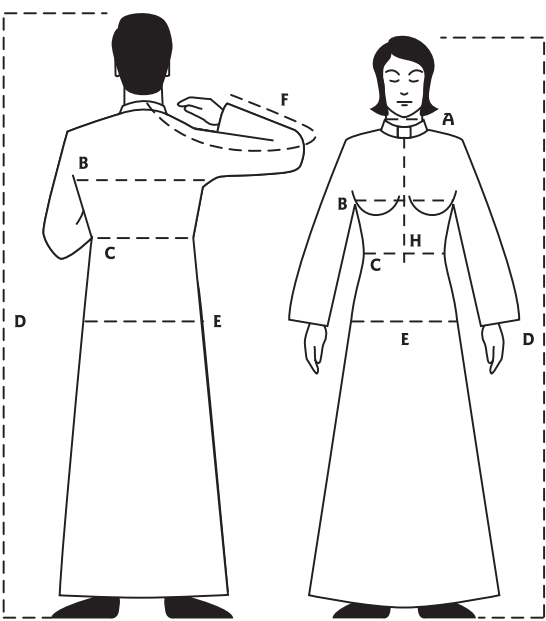
Required Measurements for Custom-Tailored Clergy Apparel

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												