

Made-To-Measure Form Uniform Shirts

Name: _____	Date: _____
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Shipping Address: _____

Day Time Phone Number: _____	Email: _____
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<i>For Office Use Only</i>	<i>For Office Use Only</i>
Order Number: _____	PO Number: _____

Shirt Fabric/Style: <input type="checkbox"/> Micropoly <input type="checkbox"/> Poplin	Sleeve Length: <input type="checkbox"/> Short Sleeve <input type="checkbox"/> Long Sleeve	Comments: _____ _____ _____
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For more accurate measurements, lay your garment FLAT on a HARD surface and use a soft measuring tape. Smooth the garment with your hands, but do not stretch the fabric. Ironing is recommended for garments that are highly wrinkled.

Note: For optimum results, consult a professional tailor to take these garment measurements.

LENGTH CHANGE REQUEST

Fill out this section if you're able to find an existing in-stock shirt size that basically fits and **only requires alterations to sleeve length and/or center back length**. Simply follow these easy steps for requesting shirt modifications:

- 1) Try on a shirt and record SKU# below of style that fits best.
- 2) Measure current sleeve and/or center back length of shirt and record below.
- 3) Indicate new measurement(s) below for one or both modifications being requested.
- 4) Subtract the difference between the current stock measurement and the new requested measurement.

SKU: _____ Description: _____

B. Sleeve Length (From shoulder seam to end of sleeve.) Current BSA Stock Item: _____ inches Customer Requested: _____ inches Difference (+-): _____ inches	F. Center of Back Length (From the center of the back neck at the collar seam to the bottom of the garment) Current BSA Stock Item: _____ inches Customer Requested: _____ inches Difference (+-): _____ inches
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MADE-TO-MEASURE REQUEST

Please provide measurements requested below based on a woven dress shirt that currently fits you well and we will construct your new uniform garment to those specifications.

Customer's Personal Measurement:	Height: _____	Weight: _____
Customer's Dress Shirt Size:	Neck: _____	Sleeve: _____

All measurements should be based on actual garments, not body measurements. All measurements should be in inches.

A. Neck Size: _____ Open shirt flat and measure along the collar from the center of the button to the outside corner of the button hole.	C. Cross Shoulder: _____ With back of garment facing you, measure straight across from shoulder seam to shoulder seam.	F. Center of Back Length: _____ From the center of the back neck at the collar seam to the bottom of the garment.
B. Sleeve Length: _____ *This measurement may not correspond to the size on the label. Please take this measurement from the garment as directed below. From the center of the back neck at the collar seam to the end of the sleeve, including the cuff. Use the same kind of sleeve length as the one you are ordering (ie. Short Sleeve or Long Sleeve)	D. Cross Chest: _____ x 2: _____ Measure from side seam to side seam 1" below the bottom of the armhole. Double the measurement.	G. Bottom Sweep: _____ x 2: _____ From side seam to side seam at the bottom of the garment. If there are slits on the side, use the bottom-most point of the side seam. Double the measurement.
E. Armhole: _____ x 2: _____ Measure along the curve of the armhole from top shoulder seam to bottom sleeve seam and double the measurement		

