

# Sizing, Order Forms & Information

## Women's Sizing Chart

### MEASURING INSTRUCTIONS:

Please measure carefully, dresses are cut from patterns and not individually. Accurate measurements help avoid the hassle of exchanges. To ensure accurate measurements, **DO NOT** measure yourself. Please include height and weight when filling out your measurement chart to insure proper fit.

### TAPE PLACEMENT FOR EACH MEASUREMENT:

Specific measurements are only needed for Made-To-Measure garments and selected styles.

**Neck:** Measure the circumference of the center of the neck.

**Neck-To-Waist:** Start at the bone at the base of the neck that protrudes when you tilt the head forward, and measure straight down the back to the natural waist (at the navel).

**Sleeve:** The arm should be straight, but relaxed, at the side of the body. Start at the shoulder-arm joint, and continue down the outside of the arm to 1" below the wrist bone.

**Bust:** Measure the circumference of the fullest part of the bust.

**Midsection:** Measure the circumference of the rib cage at the top of the diaphragm, just below the bust.

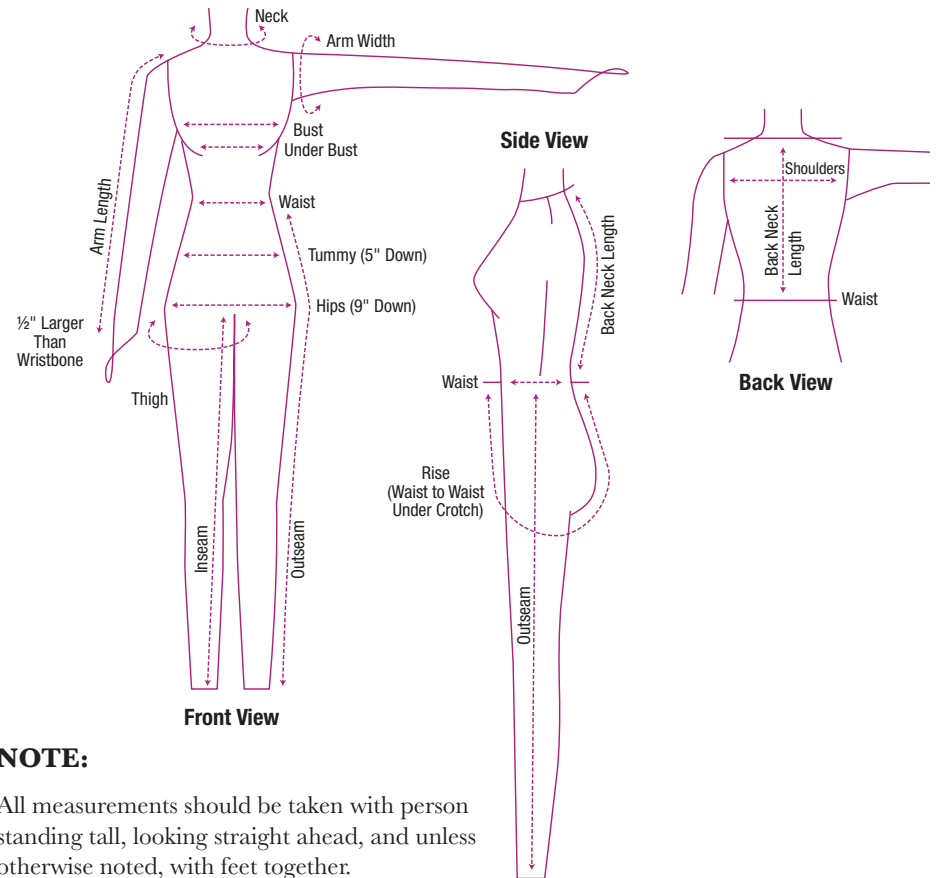
**Waist:** Measure the circumference of their natural waist (at the navel). *NOT where they wear their pants and skirts today!*

**Hip:** Measure the circumference at the widest point of the hips, across the fullest part of the buttocks.

**Outseam:** Standing barefoot with feet shoulder width apart, measure on the outside of the leg, the distance from the waist to the floor.

### HOW TO FILL OUT SIZING INFORMATION ON PAGE 72:

EXAMPLE		Dresses	Skirts	Tops/Blouse	Pants
Style #		B9-371R	B9-550R	B9-243R	B9-57R
Last Name	First Name	Height	Bust	Waist	Hips
1. Doe	Jennifer	5'6"	36	29	38



### NOTE:

All measurements should be taken with person standing tall, looking straight ahead, and unless otherwise noted, with feet together.

# Women's Sizing Chart *(continued)*

**CHART 1**

Ladies' Dresses, Velcro Closure Skirts, Blouses, Tee Tops, Ladies' Designer Vests

Sizes	2	4	6	8	10	12	14	16	18	20	22	24	26	28
Bust	33	34	35	36	37	38.5	40	41.5	42.5	43.5	45.5	47.5	49.5	51.5
Waist	25	26	27	28	29	30.5	32	33.5	34.5	35.5	37.5	39.5	41.5	43.5
Hips	34.5	35.5	36.5	37.5	38.5	40	41.5	43	44	45	47	49	51	53

**CHART 2**

Ladies' Elastic Waist Circle Skirts, Palazzo Pants & Dance Wear

Sizes	XS	S	M	L	XL	XXL	3XL	4XL	5XL
Waist	25	27	29.5	32	34.5	37.5	39.5	42.5	44.5
Hips	35	37	39.5	42	44.5	47.5	49.5	52.5	54.5

**CHART 3**

Ladies' Tuxedo Pants (Hemmed)

Sizes	4	6	8	10	12	14	16	18	20
Waist	26.5	27.5	28.5	29.5	31	32.5	34	36	38

**CHART 4**

Ladies' Tuxedo Shirts

Sizes	2	4	6	8	10	12	14	16	18	20	22	24	26	28
Bust	32	33	34	36	37	39	40	42	43	45	46	48	49	51

**CHART 5**

Children's Dress Size Chart

Sizes	7	8	10	12	14	16	18
Bust	26	27	28.5	30	32	34	34
Waist	23	23.5	24.5	25.5	26.5	27.5	29
Hips	27	28	30	32	34	36	36

**HELPFUL SIZING HINTS:**

1. We recommend designating one person to be responsible for the sizing process.
2. Choose the sizing garment that fits most comfortably. We recommend trying several sizes to determine the best fit.
  - a. Be sure to wear appropriate undergarments. Trying on sizing garments over street clothing WILL change the fit of the finished garment dramatically.
  - b. Sizing garment should not fit too tightly. You should be able to raise and lower your arms comfortably.
  - c. For bodies that are difficult to fit, please contact your account manager. Additional fitting instructions may be available.
  - d. Our sizes may NOT coincide with standard retail sizes.
3. Please measure hem lengths for all dress styles from the underarm seam of the sizing garment and natural waist. Measure from the natural waist for separate skirts.
4. Refer to Women's Measurement Instructions if an individual is outside of our size range. Refer to sizing charts for styles that do not require sizing garments.
5. Submit your sizing information on our sizing sheets provided. A signed order form must accompany your complete sizing information BEFORE your order will be processed.
6. If you have any questions at any time during the sizing process, please call your account manager. Since custom-made garments are non-returnable, the sizing process is critical. We are happy to assist you in any way!

\* Sizes 18-28: Dresses, add \$10.00; Extra Length: add \$10.00; Special Sizes: hand-cut, add \$75.00

# Men's Sizing Chart

## MEASURING INSTRUCTIONS:

Please measure carefully. Accurate measurements help avoid the hassle of exchanges. To ensure accurate measurements, **DO NOT** measure yourself. Pants come unhemmed for tailoring to individual needs. Please include height and weight when filling out your measurement chart to insure proper fit.

## TAPE PLACEMENT FOR EACH MEASUREMENT:

**Chest:** Measure around the fullest part of chest or bust.

**Waist:** Measure around the natural waistline.

**Neck:** Measure around neck and add 1/2 inch.

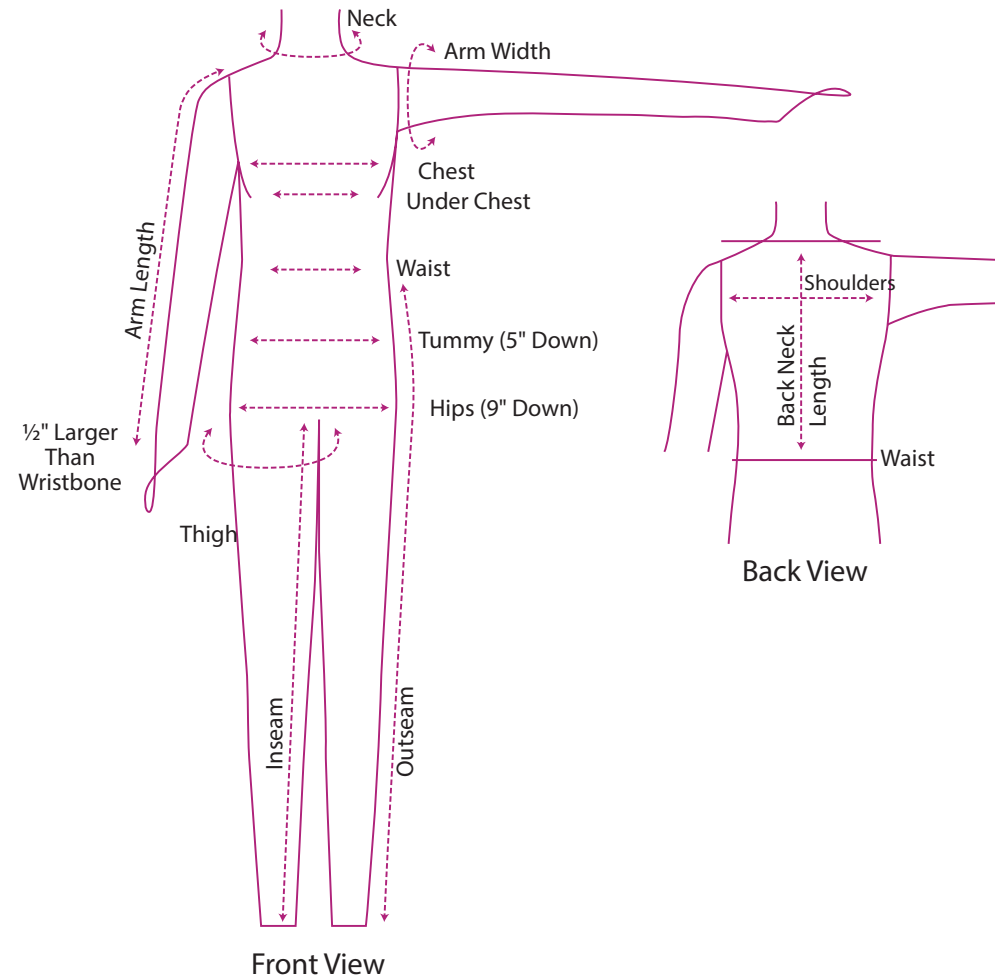
**Sleeve:** Bend elbow. Measure from center of back of neck, across the shoulder, around the point of the elbow to the wrist bone.

**Hips:** Measure around fullest part of hips.

**Outseam:** Measure from crotch down the inside of pant leg to the desired length and add 10 inches or measure from waist to desired length.

**Hat:** Measure around the head starting at middle of the forehead. Keep tape straight around the head.

**Height:** Measure from the top of the head to the floor with shoes on.  
*Men 5' 11" and taller may require extra length.*



## HOW TO FILL OUT SIZING INFORMATION ON PAGE 73:

EXAMPLE		Suit/Tux Coat	Shirt		Pant		Vest	
	Style #	B9-MTPR	Wing Collar				B9-DV900R	
Last Name	First Name	Length Reg-Long	Height	Weight	Chest	Neck	Sleeve	Waist
1. Doe	John	L	6'1"	200	47	16	35	37

# Men's Sizing Chart *(continued)*

CHART 1																	
Tuxedos Coats & Vests																	
Short (5'3"-5'7")	34	35	36	37	38	39	40	42	44	46							
Regular (5'7"-5'11")	34	35	36	37	38	39	40	42	44	46	48	50	52	54	56	58	60
Long (5'11"-6'3")			36	37	38	39	40	42	44	46	48	50	52	54	56	58	
X-Long (6'3"-6'5½")							40	42	44	46	48	50					

\* Tuxedo Sizes 48" and above add \$7.50. Eton & Vest available in regular and long length only; 48" and above add \$7.50. Children's sizes also available.

CHART 2												
Men's Adjustable Tuxedo Pants												
Sizes	26	28	31	34	37	40	43	46	49	52	55	58
Regular	•	•	•	•	•	•	•	•	•	•	•	•
Long	•	•	•	•	•	•	•	•	•	•	•	•

\* Tuxedo Pants Sizes 49" and above add \$7.50. Children's sizes also available.

CHART 3									
Men's Tuxedo Shirts									
Sizes	XS	S	M	L	XL	XXL	3XL	4XL	5XL
Neck	13	14	15	16	17	18	20	22	24
Sleeve	13.5	14.5	15.5	16.5	17.5				
1 (30-31")	•	•	•	•					
3 (32-33")	•	•	•	•	•	•	•	•	•
5 (34-35")		•	•	•	•	•	•	•	•
7 (36-37")		•	•	•	•	•	•	•	•
9 (38-39")			•	•	•	•	•	•	•

\* Boy's Sizes: XS, S, M, L in stock and available. Tuxedo Shirts Sizes 4XL and above add \$7.50.

CHART 4				
Boy's Shirts				
Sizes	BXS	BS	BM	BL
Neck Fit	10-10.5	11-11.5	12-12.5	13-13.5
Sleeve Length	19.5	23.5	27.5	31.5

### HELPFUL SIZING HINTS:

1. We recommend designating one person to be responsible for the sizing process.
2. Choose the sizing garment that fits most comfortably. We recommend trying several sizes to determine the best fit.
  - a. Be sure to wear appropriate undergarments. Trying on sizing garments over street clothing WILL change the fit of the finished garment dramatically.
  - b. Sizing garment should not fit too tightly. You should be able to raise and lower your arms comfortably.
  - c. For bodies that are difficult to fit, please contact your account manager. Additional fitting instructions may be available.
  - d. Our sizes may NOT coincide with standard retail sizes.
3. Please measure hem lengths for all dress styles from the underarm seam of the sizing garment and natural waist. Measure from the natural waist for separate skirts.
4. Refer to Men's Measurement Instructions if an individual is outside of our size range. Refer to sizing charts for styles that do not require sizing garments.
5. Submit your sizing information on our sizing sheets provided. A signed order form must accompany your complete sizing information BEFORE your order will be processed.
6. If you have any questions at any time during the sizing process, please call your account manager. Since custom-made garments are non-returnable, the sizing process is critical. We are happy to assist you in any way!



# Women's Sizing Information

\_\_\_\_\_  
 Name of School/Organization

*Please print or type.*

		Dresses	Skirts	Tops/Blouse	Pants
Style #					
Last Name	First Name	Height	Bust	Waist	Hips
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					



# Men's Sizing Information

214 S Madison Blvd, Roxboro, NC 27573  
 Phone (800) 625-0580 | Fax (800) 625-0590

\_\_\_\_\_  
 Name of School/Organization

*Please print or type.*

		Suit/Tux Coat	Shirt		Pant		Vest	
Style #								
Last Name	First Name	Length Reg-Long	Height	Weight	Chest	Neck	Sleeve	Waist
1.								
2.								
3.								
4.								
5.								
6.								
7.								
8.								
9.								
10.								
11.								
12.								
13.								
14.								
15.								

See page 62 for example on how to fill out Sizing Information above.



214 S Madison Blvd, Roxboro, NC 27573  
Phone (800) 625-0580 | Fax (800) 625-0590

## CONVENIENT WAYS TO ORDER



### CALL

Toll Free **(800)625-0580**  
8:30 am–5 pm Central Time

**Note:** An *Authorized Purchase Order* must arrive by email, mail, or fax before we can ship your order.



### FAX

Complete *Order Form* with *Authorized Purchase Order* or credit card info with signature to **(800)625-0590**



### MAIL

Complete *Order Form* with *Authorized Purchase Order* or credit card info with signature mailed to:

Blue Ribbon Styles  
214 S Madison Blvd  
Roxboro, NC 27573



### EMAIL

Complete *Order Form* with *Authorized Purchase Order* or credit card info with signature emailed to:

**ORDERS@BLUERIBBONSTYLES.COM**



### INTERNET

**WWW.BLUERIBBONSTYLES.COM**

## PAYMENT METHODS

- Credit Card:**  
WITH SIGNATURE and billing address with completed authorization form. See page 78 for the *Credit Card Authorization Form*.
- Purchase Order:**  
Provide an authorized school *Purchase Order* by fax, email, or mail. Total amount due within 30 days of receipt of merchandise.
- Money Order or Check:**  
Can be mailed to address, however, order cannot be shipped until check has been processed.

### Note:

- To maintain our low prices, we charge interest of 2% per month or 24% per annum, on all accounts 30 days past due.
- A personal check may delay your order. To expedite your order please send a cashier's check or money order.
- Special or custom orders require a 50% deposit prior to shipping.

## SHIPPING & DELIVERY

Stock merchandise usually ships within 1–3 business days after receiving order. Please allow up to 8 weeks for delivery of high volume orders and peak periods. Order early and always allow for delivery time.

All orders are shipped UPS Ground Service. For faster delivery, please request Overnight, 2nd Day Air Freight, or 3-Day Select Service. See *Order Form* for charges.

**GROUP ORDERS:** Shipping charges may be lower. Call to verify.

**Note:** Accuracy with *Order Form* and *Measurement Chart* is essential to avoid delay and receive exactly what you need.

## EXCHANGES & RETURNS

Blue Ribbon Styles has a 21-day exchange and return policy. Please call for a *Return Authorization Number*. Returns will only be accepted with an *Return Authorization Number* clearly visible on the outside of the package. Customer is responsible for all shipping and handling charges on exchanges and returns. Please insure all returns and exchanges with return receipt requested.



### EXCHANGES & RETURNS *(continued)*

**Note:** GARMENTS MUST BE UNUSED WITH ALL LABELS INTACT. NO RETURNS ON CUSTOM MERCHANDISE OR WORN GARMENTS WILL BE GRANTED. EXCHANGE AND/OR RETURNS MADE AFTER 21 DAYS ARE SUBJECT TO A 25% RE-STOCKING FEE. NO RETURNS ACCEPTED AFTER 30 DAYS.

### CUSTOM MERCHANDISE

Includes custom color accessories, specially designed goods, or variations of stock merchandise. Custom merchandise requires payment in full prior to production. Our custom policy is **No refunds or exchanges for custom merchandise.** **All sales are final!**

#### CUSTOM SIZES:

Specially cut dresses are available. Please measure carefully as NO returns or exchanges are allowed. An additional charge of \$75.00 applies to special cut merchandise. Alterations may be needed to obtain a custom fit. Alterations and hemming are the responsibility of the customer.

**Note:** Any deodorant/perspiration mark found on samples will not be credited due to health issues.

### SAMPLES

Sample dresses or color swatches are available. Sample orders will be charged on a credit card. Samples have to be returned within 21 days. No sample returns will be accepted after 30 days. A credit, for the sample orders returned within 21 days in original condition with labels intact, will be issued within one week or return. Customer is responsible for freight on sample orders.

#### SAMPLE SIZE LINE:

Please consider ordering a sample sizing line for your group to try on. This is the most effective, efficient way to guide you to a best fit and size. Also, it helps to eliminate most sizing issues that may come up.

### CONSIDERATIONS

- Hand-cut dresses are available for a \$75.00 additional charge. Please allow extra time. No returns are accepted on hand/custom garment.
- Picture colors are not always accurate due to the variations in printing. Call for color swatches.

### CONSIDERATIONS *(continued)*

- Samples and color swatches are available upon request. Customer is responsible for freight charges.
- Dye lots may vary on dresses or blouses not ordered at the same time.
- Alterations may be needed to obtain a custom fit. Alterations and hemming are the responsibility of the customer.
- All tuxedo pants are delivered unhemmed.
- Add \$7.50 each to item orders of six or less.
- Add \$10.00 per each garment for petite and long sizes.
- Add \$10.00 for ladies size 18–28.
- Add \$7.50 men's size 48 and above.

### SPECIALTY FABRIC CARE INSTRUCTIONS

Due to the delicate nature of sequins, lamé, and glitter, Blue Ribbon Styles cannot make any claims to fabric life or serviceability.

Limit wear to actual performance only to extend the life of your garment.

#### Metallic Lamé

- DRY CLEAN ONLY.
- PRESS from the underside using a press cloth.
- Metallic fibers may break and fray, but the garment maintains its integrity.
- Clip, DO NOT PULL, loose threads to maintain the appearance of your garment.

#### Sequins & Glitter

- DO NOT DRY CLEAN.
- Spot clean with mild detergent (not Woolite).
- DO NOT SCRUB.
- Dry flat. DO NOT IRON OR APPLY HEAT OF ANY KIND.
- Avoid abrasion and contact with moisture (i.e. makeup, hairspray).

**Note:** Please do not use dress shields and deodorants. Blue Ribbon Styles cannot take responsibility for fading or discoloration due to perspiration.





214 S Madison Blvd, Roxboro, NC 27573  
 Phone (800) 625-0580 | Fax (800) 625-0590

**Shipping Information**

Ship to \_\_\_\_\_

Attention of \_\_\_\_\_

Address \_\_\_\_\_

City	State	Zip
------	-------	-----

Director's Name \_\_\_\_\_

Email \_\_\_\_\_

Phone	Fax
-------	-----

Date	Date Needed
------	-------------

**Billing Information**

Bill to \_\_\_\_\_

Bookkeeper's/Treasurer's Name \_\_\_\_\_

Address \_\_\_\_\_

City	State	Zip
------	-------	-----

Phone	Fax
-------	-----

Purchase Order # (please include copy of signed Purchase Order)	Date
--	------

Tax Exemption # \_\_\_\_\_

**Method of Payment**

<input type="checkbox"/> <b>Credit Card</b>   	Signature for Credit Card Purchase _____
---	--

Billing Address for Card \_\_\_\_\_

City	State	Zip
------	-------	-----

Credit Card Number     -     -     -

Expiration Date on Card <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/>	3 Digit Code <input type="text"/> <input type="text"/> <input type="text"/>
---	---

**Authorized Purchase Order: Net Payment 30 days.**  
 I have read and agree to the Purchase Order Payment terms of sale as stated on the information page.

Signature _____	Title _____
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**PLEASE ORDER EARLY!** Allow 4-8 weeks for delivery.

**International Orders:** Actual shipping charges applied. (Customer is responsible for all duties and taxes on shipments.)

# Customer Order Form



214 S Madison Blvd, Roxboro, NC 27573  
 Phone (800) 625-0580 | Fax (800) 625-0590

Style #	Description	Color/Size	Qty	Unit Price	Special Size Charges	Total
<input type="checkbox"/> Check here if order was phoned in.						
<b>Shipping &amp; Handling Charges</b>						Subtotal
Order Amount	Freight Charge	\$5.00 Service Charge for Orders Under 6 Pieces or Less				
\$0.00-\$99.99	\$28.00	+/-6.75 % Sales Tax (NC Only)				
\$100.00-\$199.99	\$36.00	Shipping & Handling				
\$200.00-\$299.99	\$41.00	Express Shipping				
\$300.00 & Up	11% of Order + \$5.00	Deposit				
UPS Next Day Air	30% of Order/Min \$174.00	<b>Total</b>				
UPS 2nd Day Air	25% of Order/Min \$158.00					
UPS 3rd Day Select	20% of Order/Min \$129.00					

*Prices subject to change without notice*  
 Please add \$5.00 when shipping to a residence.  
 Blue Ribbon Styles cannot be responsible for freight delays and/or loss of shipment

# Credit Card Authorization Form



214 S Madison Blvd, Roxboro, NC 27573  
 Phone (800) 625-0580 | Fax (800) 625-0590

Please fill out form completely and send back via fax (800) 625-0590  
 or email at [info@blueribbonstyles.com](mailto:info@blueribbonstyles.com).

## Cardholder Information

Name \_\_\_\_\_

Organization \_\_\_\_\_

Billing Street Address \_\_\_\_\_

City	State	Zip
------	-------	-----

Country	Direct Phone Number
---------	---------------------

Email \_\_\_\_\_

## Shipping Information

Ship to \_\_\_\_\_

Attention of \_\_\_\_\_

Address \_\_\_\_\_

City	State	Zip
------	-------	-----

Director's Name \_\_\_\_\_

Email \_\_\_\_\_

Phone	Fax
-------	-----

Date	Date Needed
------	-------------

## Credit Card Information

Type

Number     -     -     -

Expiration Date <input style="width: 25px;" type="text"/> <input style="width: 25px;" type="text"/> - <input style="width: 25px;" type="text"/> <input style="width: 25px;" type="text"/>	Security Code <input style="width: 25px;" type="text"/> <input style="width: 25px;" type="text"/> <input style="width: 25px;" type="text"/>
---	---

Signature \_\_\_\_\_

Date \_\_\_\_\_