



**Clothes for people
to work in**

Simon Jersey Limited
Syke Side Drive
Altham
Accrington
Lancashire
BB5 5YE

Tel: 08444 994414
Fax: 08444 994454
E-mail:
personalisation@simonjersey.com

Customer Name
Street
Post Town
County
Postcode

Date:

Account Number:

Dear Customer

Thank you for your recent enquiry about Simon Jersey Special Measure Service

At Simon Jersey we pride ourselves on the quality, choice, style and service we offer to our customers. Our special measure garments are manufactured to a specific individual sizing, when as part of a company uniform order we are unable to supply a garment within our standard size matrix. See sizing chart at the back of our catalogue

Please take a few moments to read through the enclosed order pack and provide body measurements in centimetres. We advise that a flexible tape measure is used, do not pull tightly or add any allowance for garment fit as this will be taken into consideration in our pattern room

Due to the non-returnable nature of garments manufactured to a specific individual sizing, it is very important that instructions are accurate. Please confirm your requirements on the attached order form and return it to us so that we can commence pattern cutting

Once progressed for manufacture, orders can not be amended, cancelled or returned. From receipt of your signed order for manufacture, finished goods will be delivered within twelve weeks. Standard delivery charge applies and garments will be at catalogue price plus 25% +VAT or to corporate contract date and tariff

Once again, thank you for your enquiry and we look forward to receiving your written instruction

Yours sincerely

Personalisation Team
Simon Jersey Ltd

Enc:



Order Form

Special Garment Manufacture

To: Personalisation. Simon Jersey Ltd.
 Syke Side Drive,
 Altham, Accrington BB5 5YE

Fax: 08444 994454

E-mail: personalisation@simonjersey.com

<p>Invoice Address:</p> <p>Company name Street address Post town/city Postcode</p> <p>For attention of:</p> <p>Telephone:</p> <p>Fax:</p> <p>E-mail</p>	<p>Delivery Address (if different to invoice address):</p> <p>Company name Street address Post town/city Postcode</p> <p>For attention of:</p> <p>Telephone:</p> <p>Fax:</p> <p>E-mail</p>
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Account No.	Purchase Order No.	Wearer name:	Staff No. (if applicable)
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Catalogue Style Code	Garment Description	Quantity to be made	Standard Size for alteration if applicable

Any additional instruction:

Please provide clear written instruction. To ensure the accuracy and quality of finished goods, we are not able to accept personalisation instruction by telephone. Once progressed for manufacture, orders can not be amended, cancelled or returned. From receipt of your signed order for manufacture, finished goods will be delivered within twelve weeks. Standard delivery charge applies and garments will be at catalogue price plus 25% +VAT or to corporate contract date and tariff

WEARERS BODY MEASUREMENTS IN CENTIMETRES: 'How to Measure' instructions are attached

Measurement Point	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
MALE (SP1)															
FEMALE (SP2)															

Name: _____

Signature: _____

Job Title: _____

Date: _____

Measurements in Centimetres please on attached order form

A. Height

Measure without shoes, with feet flat on the floor, standing upright. Measure from floor to top of head

B. Neck MALE ONLY

Measure around the neck approximately 4cm above the collarbone

C. Chest

Measure fullest part of the chest, horizontal around the back and under both arms

D. Inside Leg

With feet slightly apart, measure down from the top of the inside leg, to the inner anklebone or preferred trouser length

E. Sleeve Length

Measure from tip of shoulder bone, around elbow with arm slightly bent, and down to wrist bone

F. Nape to Waist

Measure down from base of neck to natural waistline

G. Seat

Measure 20cm down from the natural waistline, around seat and lower hip

H. Waist

Measure horizontal around the natural waistline

I. Thigh

Measure at the fullest part of the upper leg

J. Neck to Shoulder

Measure from side of neck, along shoulderbone to tip at top of arm

K. Garment Length

Measure down from the base of the neck to required length

L. Bicep

Measure around the fullest part of arm upper arm

M. Across Centre Back

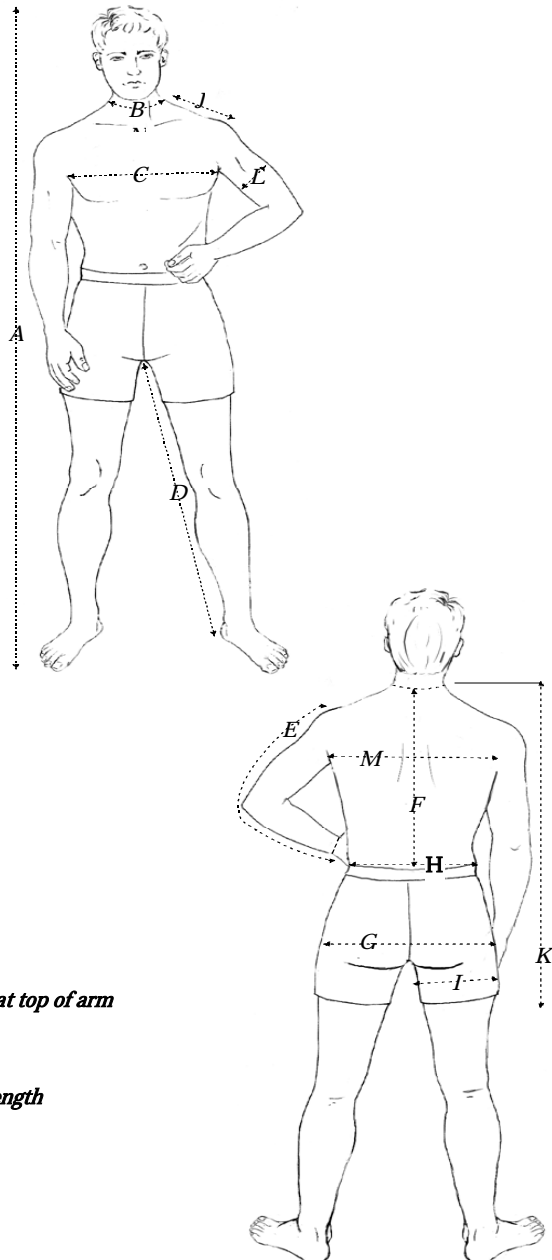
Measure horizontal across back, from center of 1st armhole to center of 2nd (Do not measure around front of chest)

N. High Hip FEMALE ONLY

Measure 10cm down from natural waistline around hipbone

O. Garment Length

Measure down from the base of the neck to required length of upper body garments or from natural waistline down to required skirt length



Measurements in Centimetres please on attached order form

A. Height

Measure without shoes, with feet flat on the floor, standing upright. **Measure from floor to top of head**

B. Neck MALE ONLY

Measure **around the neck** approximately 4cm above the collarbone

C. Bust

Measure fullest part of the bust, horizontal **around the back and under both arms**

D. Inside Leg

With feet slightly apart, measure down from the top of the inside leg, to the inner anklebone or preferred trouser length

E. Sleeve Length

Measure from tip of **shoulder bone**, around elbow with arm slightly bent, and down to wrist bone

F. Nape to Waist

Measure down from **base of neck** to natural waistline

G. Seat

Measure 20cm down from the natural waistline, **around seat and lower hip**

H. Waist

Measure horizontal **around the natural waistline**

I. Thigh

Measure at the **fullest part of the upper leg**

J. Neck to Shoulder

Measure from **side of neck**, along shoulderbone to tip at top of arm

K. Garment Length

Measure down from the **base of the neck** to required length

L. Bicep

Measure **around the fullest part of arm upper arm**

M. Across Center Back

Measure **horizontal across back**, from center of 1st armhole to center of 2nd (Do not measure around front of chest)

N. High Hip FEMALE ONLY

Measure 10cm **down from natural waistline** around hipbone

O. Garment Length

Measure down from the **base of the neck** to required length of upper body garments or from natural waistline down to required skirt length

