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 Visit us on the web! www.rivars.com

PLEASE PRINT CLEARLY OR TYPE

Please provide all the information requested on this form to ensure your order will be processed without delay.

Salesperson: _____ Date Ordered: _____

Requested Delivery Date: _____ Performance Date: _____

All efforts will be made to meet your requested dates; however, you must **allow at least 6-8 weeks** for your custom order to be produced.

BILL TO:

School/Organization _____
 Contact Person _____
 Street Address _____
 City () State Zip _____
 Daytime Phone () Fax _____
 Home Phone _____
 Email _____

SHIP TO:

School/Organization _____
 Contact Person _____
 Street Address _____
 City () State Zip _____
 Daytime Phone _____
Shipping To: Residence Non-Residence
Shipping Preference: (See Shipping & Handling below for rates)
UPS Ground UPS 3 Day UPS 2nd Day Air
UPS Next Day Air Pick Up at our facility in Albany, IN

PAYMENT METHOD: (Please choose one)

- Prepayment in full** (Check, Credit Card, Money Order). We accept VISA, MasterCard, Discover and American Express. Be sure to include the name as it appears on the credit card, expiration date, security code and complete billing address of cardholder.
- 50% deposit with balance paid in full prior to shipment.**
- Purchase Order for full amount to start process, 50% deposit prior to shipment.** Balance due upon receipt.
 **A complete and signed Purchase Order is required for orders not prepaid. If deposit presents a problem, please call our accounting department to make arrangements. *A NSF fee of \$35.00 will be charged for any check returned for insufficient funds.*

Credit Card Information:

VISA MasterCard American Express Discover

Credit Card Number _____
 Expiration Date _____ Security Code _____
 Name (as it appears on the Credit Card) _____
 Cardholder's Billing Address _____
 City _____ State _____ Zip _____

APPAREL ORDER

Please list color and fabric choice.
 (Example: Bodice — Red Showstopper Babydot.)

Please include item type (skirt, vest, jacket) and information about trim or other finishing.

Quantity	Style Number	Fabric/Color	Garment Description	Unit Price	Item Total

A signature is required to verify this order form is complete and correct.
Verified By: _____
By Signing: I have read and agree to Rivar's Inc. printed policies, and confirm that all information provided is complete and correct.
 Custom garment orders will not be put into production until we have received proper payment (including a signed P.O.) complete sizing information and Order Confirmation.

Shipping & Handling Charges

UPS Ground: 5% of order total (\$15.00 minimum).
 UPS 3 Day: 7% of order total (\$20.00 minimum).
 UPS 2nd Day Air: 9% of order total (\$25.00 minimum).
 UPS Next Day Air: 15% of order total (\$40.00 minimum).
 Above rates apply to continental USA only for standard business day delivery. All duties and taxes on shipments outside the United States are the customer's responsibility and will be collected upon delivery.
 Alaska, Hawaii and Canada UPS Ground Service: 9% of order total (\$20.00 minimum).
 International Shipments UPS Global (5-10 business days): 20% of order total (\$50.00 minimum).
 *Sales Tax Indiana residents add 7% sales tax or provide an Indiana tax exempt certificate.

Sub-Total	
Shipping & Handling	
Sales Tax*	
Order Total	
Deposit	
Balance	

Women's Sizing Information

Name of School/Organization _____

Please choose hem type for dress/skirt:
 Fishline Machine Stitched (1")
 Rolled Horsehair

Please print or type.

Please print or type.		Dresses		Skirts		Separates	Special Notes	Other	
Style# ▶									
Sizing Garment # Used ▶									
Last Name	First Initial	Bodice Size	Hem Length	Size	Hem Length	Size		Briefs	Tights
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
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19									
20									
21									
22									
23									
24									
25									
26									
27									
28									
29									
30									
Made-To-Measure Information		Bust	Waist	Hip	N-T-W	Mid-Section	Hem Length	Other Information	
1									
2									

****Please note: Rivar's Inc. sizing garments are provided for most women's styles. Individual measurements will only be accepted on made-to-measure garments. Please make a copy of this form for your records.**

Men's

Sizing Information

Name of School/Organization _____

Please print or type.

Please print or type.		Suit/Tux Coat		Shirt			Pant		Vest		Other
Style# ▶											
Sizing Garment # Used ▶											
Last Name	First Initial	Size	Length Reg-Long	Size	Neck	Sleeve	Size	Waist	Size	Length	
1											
2											
3											
4											
5											
6											
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24											
25											
26											
27											
28											
29											
30											
Made-To-Measure Information		Chest	Waist	Mid-Section	N-T-W	Neck	Sleeve	Other Information			
1											
2											

****Please note: Rivar's Inc. sizing garments are provided for most men's suits, vests and other selected men's items.**

Please make a copy of this form for your records.

Women's *Sizing* Information

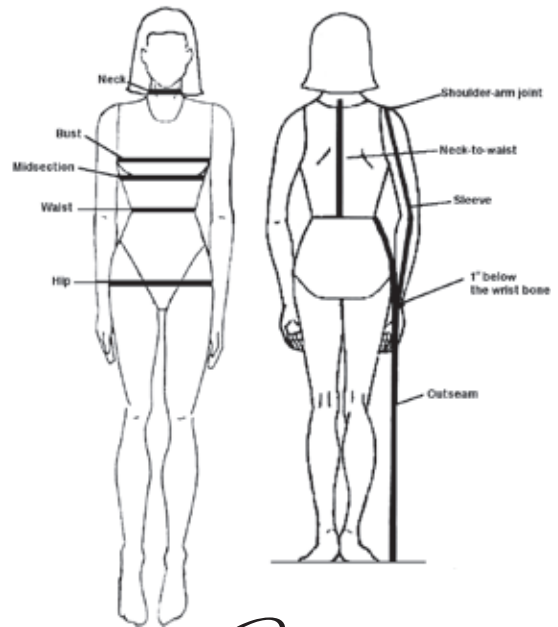
Sizing Instructions

Please read all sizing information carefully. Rivar's, Inc. sizing garments are provided to serve as a general guide to assist in the sizing process and are available for most custom garment styles. They are not intended for exact sizing specifications. Sizes may vary slightly in finished garments based on fabric and style choices, and some alterations are to be expected. Rivar's, Inc. is not responsible for size variations and does not provide custom alterations. Please contact your sales representative immediately if you have questions regarding the proper use of Rivar's, Inc. sizing garments or if you need any assistance to complete your sizing.

Helpful Sizing Hints:

1. We recommend designating one person to be responsible for the sizing process.
2. Choose the Rivar's, Inc. 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 Rivar's sales representative. Additional fitting instructions may be available.
 - d. Rivar's, Inc. 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. Measure from the natural waist for separate skirts.
4. Refer to Women's and 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 Rivar's, Inc. 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 Rivar's, Inc. sales representative. Since custom-made garments are non-returnable, the sizing process is critical. We are happy to assist you in any way!

Questions? We will be glad to answer any questions. Call us at 800-775-4829. Weekdays, 8:00 a.m. to 4:30 p.m. Eastern time.



Women's Measurements

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 ribcage 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 & 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.

Hem: Measure hem length for all dress styles from under arm at top of sizing garment to finished length (see picture below for details).

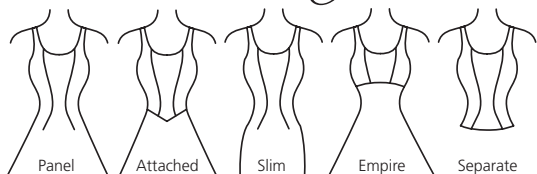
*If not using Rivar's, Inc. sizing garments, measure hem lengths from natural waist to finished length.

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



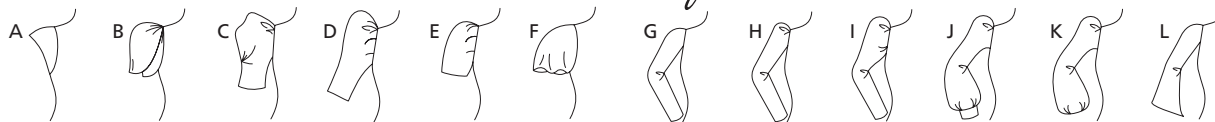
Rivar's Inc. sizing garments.

Women's Styles & Options

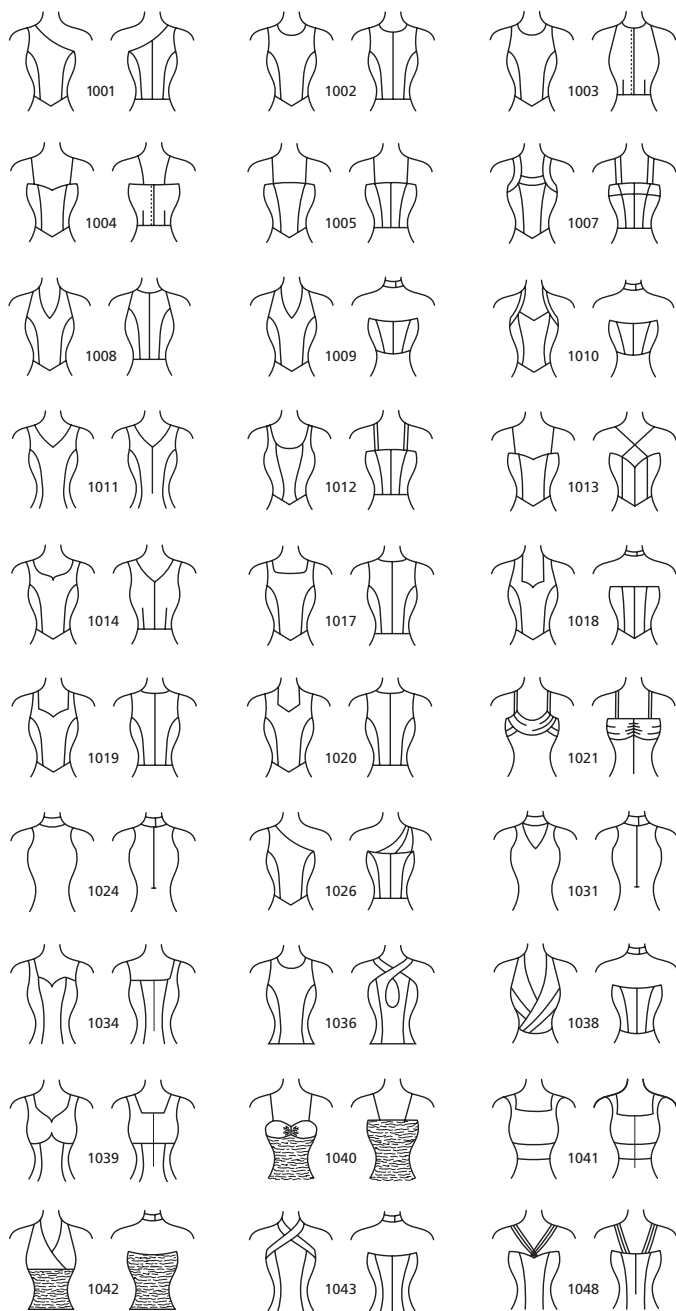


All Rivar's, Inc., styles are cataloged by number. This number represents the style (or shape) of dress bodices, as well as the style of each separate, skirt, pants, vest, etc. Bodice styles can be created in one of the following garment "types": **Panel, Attached, Slim, Empire, or Separate.** Most types (except separate) can also be created in long (full-length) dress styles. Please note that some exceptions do exist. Call us to verify your requests. Our specific line drawings of most styles show the front on the left and the back on the right with the number below each drawing. **Not all styles are shown.**

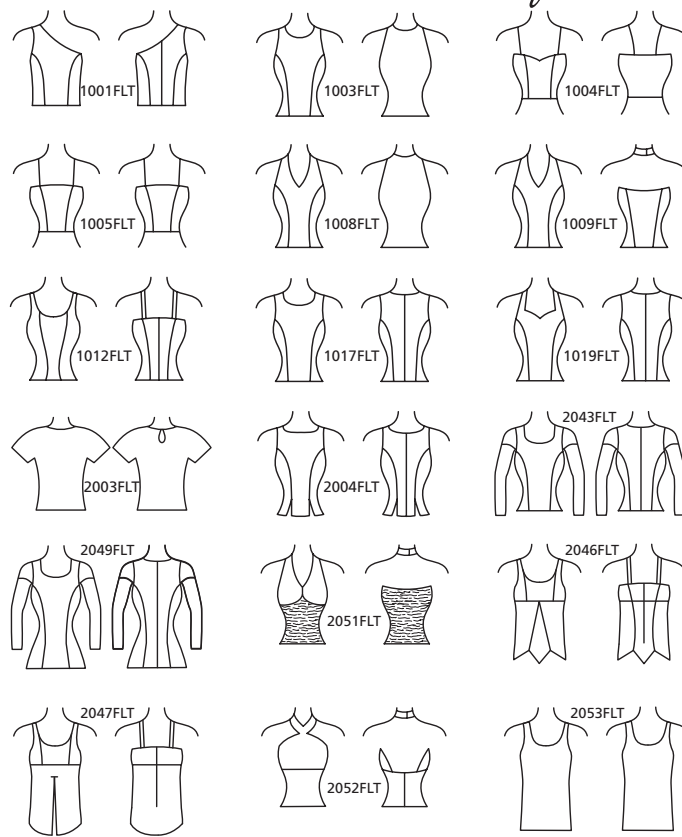
Sleeve Options



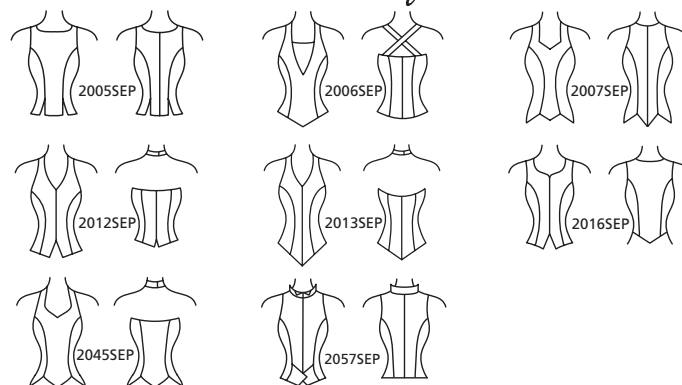
Women's Dresses



Women's Flash Tops



Women's Separates



Women's Skirt & Pant Detail

Rivar's, Inc.® offers a variety of skirt and pant options to meet all your performance needs. See listings below for garment descriptions.

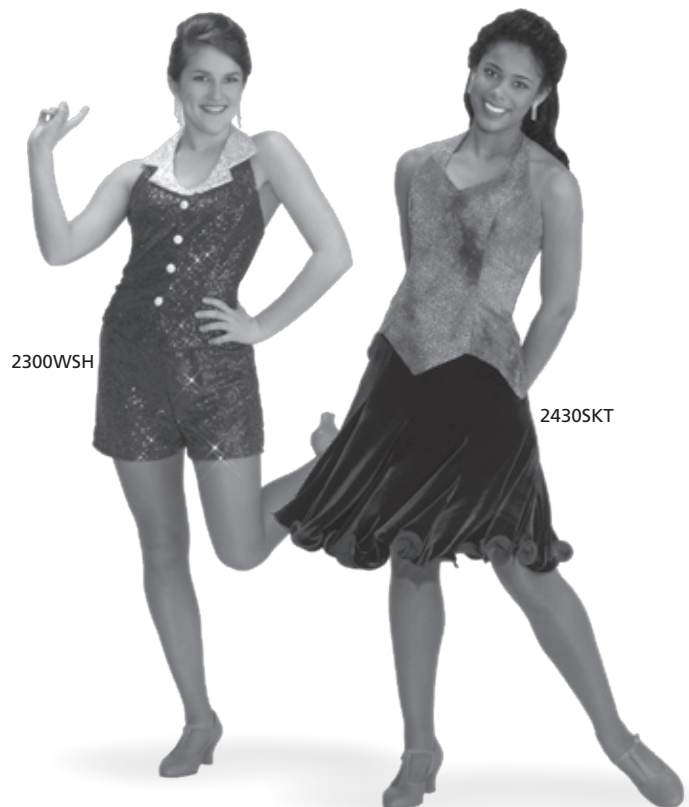
Women's Skirts

- 2400SKT** – A full circle skirt with side seams, elastic waistband
- 2401SKT** – A full circle skirt with fitted front/elastic back waistband, side zipper
- 2402SKT** – A full circle skirt cut from a single piece of fabric* with no seams, elastic waistband
*Restrictions: Skirt waist may not exceed 36" (see chart on next page). Skirt length may not exceed 23" (see chart on next page).
- 2403SKT** – A full circle "rip-off" skirt, fitted waistband overlapped in back with Velcro closure
- 2404SKT** – A straight skirt with fitted waistband and center back zipper
- 2406SKT** – A "salsa" skirt: Flared skirt with slanted hem, elastic waistband
- 2407SKT** – A "car wash" skirt: A-line skirt with straight hem, cut in vertical strips, elastic waistband
- 2408SKT** – A handkerchief hem skirt, elastic waistband
- 2409SKT** – A short A-line skirt with "V" hem front & back, elastic waistband
- 2413SKT** – A long full circle skirt with side seams, elastic waistband
- 2414SKT** – A long full circle skirt with fitted front/elastic back waistband, side zipper
- 2415SKT** – A long full circle "rip-off" skirt, fitted waistband overlapped in back with Velcro closure
- 2416SKT** – A long straight skirt with fitted waistband and center back zipper
- 2417SKT** – A long A-line skirt, elastic waistband (unlined only)
- 2419SKT** – A short straight skirt with four (4) fabric fringe layers,* elastic waistband
*Restrictions: Available in stretch fabrics only, custom lengths not available.
- 2420SKT** – Elastic waist skirt with inset godets, handkerchief bottom
- 2421SKT** – Short cheer skirt with drop waist
- 2422SKT** – 3 layer short cheer skirt with drop waist.
*Restrictions: Available in stretch fabrics only, custom lengths not available.
- 2424SKT** – A-line panel skirt, side zipper, ruched waistline
- 2430SKT** – A trumpet style skirt, slightly fitted through hips with a flared hem
- 2431SKT** – A short A-line skirt, elastic waistband

Women's Pants

*Most pants styles sized XS-3X. Sizing garments available for most styles.

- 2300WSH** – Shorts with elastic waistband
- 2600WPA** – Trumpet pant, elastic waistband
- 2601WPA** – Capri pant, flat fitted front with elastic back waistband
- 2603WPA** – Trumpet pant with godet insert in leg, elastic waistband
- 2604WPA** – Palazzo pant, wide leg, elastic waistband
- 2605WPA** – Modified palazzo pant, straight, wide leg, elastic waistband
- 2606WPA** – Wide leg pant with tapered ankle, elastic waistband
- 2610WPA** – Flat front pant, elastic back waistband, center back zipper
- 2611WPA** – Wide leg pant with tapered ankle, elastic waistband
- 2614WPA** – Legging pant, slim fit, elastic waistband
- 2615WPA** – Straight leg pant, elastic waistband
- 2618WPA** – Low-rise trumpet pant, elastic waistband
- 2619WPA** – City shorts, flat fitted front with elastic back, knee length
- 2620WPA** – Classic dress pant, flat front with waistband, front zipper, front pockets and cuffs





Skirt Sizing Chart

Note: Please request Rivar's Sizing Garments for skirt styles not shown in the sizing charts below.

2400SKT, 2413SKT

Waist:	20-24	25-27	28-31	32-35	36-38	39-41
Size:	XS	S	M	L	XL	XXL

2401SKT, 2414SKT

Waist:	20-24	25-27	28-31	32-35	36-38	39-41
Size:	XS	S	M	L	XL	XXL

2417SKT, 2431SKT

Waist:	20-24	25-27	28-31	32-35	36-38	39-41
Size:	XS	S	M	L	XL	XXL

2402SKT

Waist:	20-24	25-27	28-31	32-35	36
Maximum Length:	23"	23"	23"	22"	21"
Size:	XS	S	M	L	XL

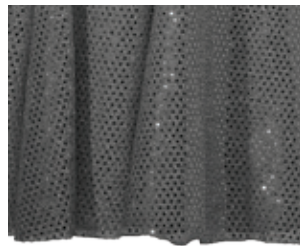
2403SKT, 2415SKT

Waist:	20	22	24	25	26	28	30	32	34	36	38
Hips:	33	34	35	36	37	38	41	43	45	47	49
Size:	2	3	5	7	9	11	13	15	18	20	22

Hem Options



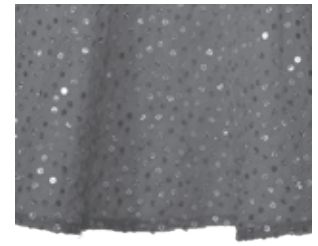
Fishline



Rolled



Machine-Stitched



Horsehair

Men's Sizing Information

Boy's Dress Shirts

Style BCL-7004

Size	8	10	12	14	16
Neck	12	12½	13	13½	13½
Sleeve	23	25	27	29	31

*Boy's shirts sizes are standard, with proportional length ties.

Men's Dress Shirts

Style MCL-7004

Neck ▶	13½	14½	15½	16½	17½	18½	19	20
Sleeve ▼								
32-33	■	■	■	■	■			
34-35			■	■	■	■	■	■
36-37				■	■	■	■	■

Tux Shirts

Styles MCL-7001

Neck ▶	13-13½	14-14½	15-15½	16-16½	17-17½	18-18½	19-19½
Sleeve ▼	XS	S	M	L	XL	2XL	3XL
30-31	■	■	■	■			
32-33	■	■	■	■	■	■	■
34-35		■	■	■	■	■	■
36-37		■	■	■	■	■	■
38-39			■	■	■	■	■

Jackets/Coats

Styles MCL-7600, MCL-7602

	36	38	40	42	44	46	48	50	52	54
Short	■	■	■	■	■	■	■	■	■	■
Regular	■	■	■	■	■	■	■	■	■	■
Long	■	■	■	■	■	■	■	■	■	■

*Larger sizes may be available in some styles.

Suit Jackets

Style MCL-7400

	34	36	38	40	42	44	46	48	50	52	54	56	58
Regular	■	■	■	■	■	■	■	■	■	■	■	■	■
Long		■	■	■	■	■	■	■	■	■	■	■	■

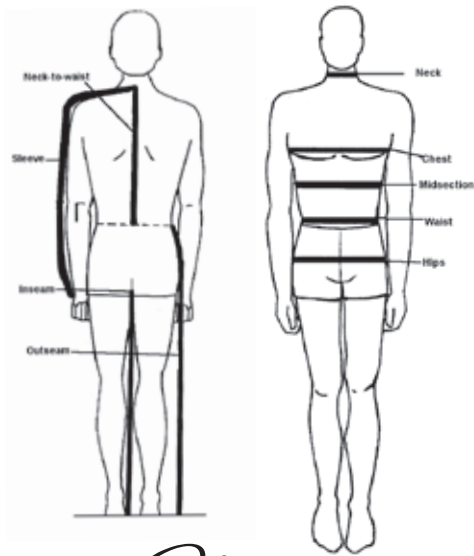
Dress Pants

Style	27	28	29	30	31	32	33	34	36	37	38	40	42	43	44	46	48	49	50	52	54	56
MCL-7200		■			■				■		■			■		■		■		■		
MCL-7201	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■

(Sizes 42 and above, add \$5.00)

PLEASE NOTE: Adjustable waist pant style MCL-7200 adjusts up and down 1" from waist measurement.

Expando waist style MCL-7201 expands up to 1".



Men's Measurements

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

Neck: Measure the circumference of the center of the neck. To ensure ease of movement in dress shirts, be certain that two fingers can be placed between the neck and measuring tape.

Sleeve: The arm should be straight, but relaxed, at the side of the body. Start at the bone at the base of the neck that protrudes when you tilt the head forward. Continue across the top of the shoulder and down the outside of the arm to 1" below the wrist bone.

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 (Approximately 1" below the navel).

Chest: Measure the circumference of the fullest part of the chest, just under the arms. To ensure ease of movement in suits and jackets, have student inhale deeply, expanding the chest to full capacity, while measuring. Use this measurement to approximate suit jacket size.

Midsection: Measure the circumference of the fullest part of the torso, half way between the diaphragm and the waist.

Waist: Measure the circumference of the natural waist, approximately 1" below the navel. (NOT where they wear their pants today!)

Inseam: Standing barefoot with feet shoulder width apart, measure on the inside of the leg, the distance from the crotch to the floor.

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

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

Questions? We will be glad to answer any questions. Call us at 800-775-4829. Weekdays, 8:00 a.m. to 4:30 p.m. Eastern time.