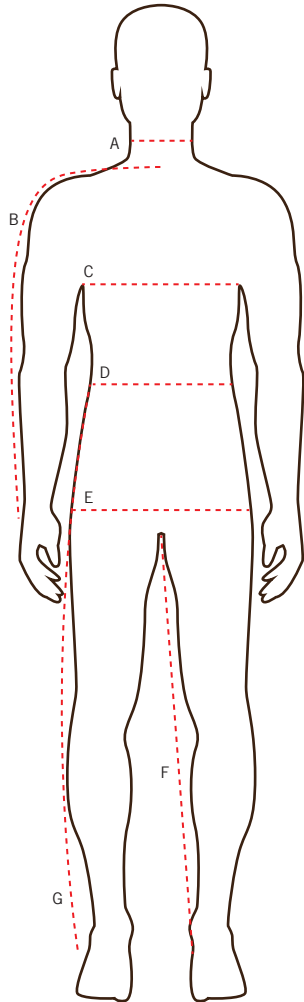


MEASUREMENT GUIDE & FORM

NOTE: FOR MORE ACCURATE RESULTS, GET A FRIEND OR COLLEAGUE TO TAKE YOUR MEASUREMENTS



A. NECK

Measure around the neck at the Adam's apple.

B. SLEEVE (OUTSEAM)

With elbow slightly bent, measure from the center of neck (backside), over point of shoulder, around elbow and down to the wrist.

C. CHEST/BUST

Measure HIM across shoulder blades, and bring tape measure under his arms, and across his chest.

Measure HER across shoulder blades and bring tape measure under her arms and around the fullest part of her bust.

D. WAIST

Measure HIM or HER around the smallest part of the waist.

E. SEAT

Measure HIM around the fullest part of his seat.

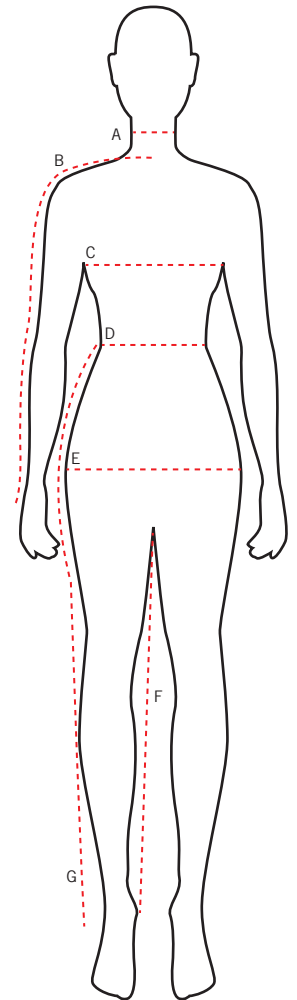
Measure HER around the fullest part of her hips.

F. INSEAM

Using a pair of pants that fit you well, measure from the crotch to the bottom of the leg. For shorts, measure from the crotch to where the shorts will end.

G. OUTSEAM

Measure from top of waistband to the bottom of the hem.



YOUR DETAILS:

Full Name: _____
 Gender: _____
 Position: _____
 Employee Number: _____
 Contact Number: _____
 Regular Jacket Size: _____
 Regular Pants Size: _____
 Regular Shirt Size: _____

YOUR MEASUREMENTS IN INCHES:

A. Neck/Collar: _____
 B. Sleeve (Outseam): _____
 C. Chest/Bust: _____
 D. Waist: _____
 E. Seat/Hips: _____
 F. Inseam: _____
 G. Outseam: _____