



## Policies:

1. Orders are scheduled when ALL three of the following are received:
  - a. Complete description of garment to be manufactured (including style, color, accessories, etc.).
  - b. Completed measurement form (including shipping address).
  - c. 50% deposit is received.
2. Deposits may be placed using VISA, MasterCard, American Express, Discover, check or money order.
3. All balances to be paid prior to shipping with either credit card or money order. We provide FREE regular ground DELIVERY via UPS within the continental United States on orders over \$200.00. Expedited shipping such as Next Day Air or 2-day Delivery available at an additional charge.
4. Prices subject to change without notice.
5. Items not claimed within 60 days of completion date will be placed into stock. The deposit will be retained to cover manufacturing costs.
6. Gift certificates are available in any dollar denomination with no expiration date.
7. Orders may be placed by phone, mail, or fax. You are welcome to visit us to place your custom order, be measured and see a display of our work by making an appointment.
8. Measurements are retained on file for four years.
9. Brocades and bandings subject to availability. Any production delays due to fabric availability will be promptly communicated.



## Pricing Variations:

### Note:

#### Size Adjustments for all garments except Albs and Surplices:

Chest is between 49" and 54"	+20%	Hip/waist difference 9" -12"	+10%
Chest is between 55" and 58"	+25%	Hip/waist difference 13"-15"	+15%
Chest is between 59" and 65"	+30%		
Chest is above 65"	Call for pricing		

#### Size Adjustments for Albs:

Chest is between 51" and 54"	+20%	Hip/waist difference 9" -12"	+10%
Chest is between 55" and 60"	+30%	Hip/waist difference 13"-15"	+15%

**Albs – maximum size we can make them is 60-inch chest.**

#### Size Adjustments for Surplices:

Chest is between 51" and 54"	+20%	Hip/waist difference 9" -12"	+10%
Chest is between 55" and 60"	+30%	Hip/waist difference 13"-15"	+15%
Chest is between 61" and 65"	+35%		