

Welcome! Thank you for selecting Dianne Holbert Limited (DHL) to costume your group this year. We are thrilled to work with you, and aim to make this process as seamless as possible. Below you will find an Order Checklist along with instructions to assist you through the ordering process.

Checklist:

- Complete Customer Profile and Return to DHL**
- Review Measuring Instructions**
- Complete Measurement Chart for ladies and/or men
(chart linked on measuring instructions)**
- Remit Deposit to Dianne Holbert Limited**

Measuring Instructions:

1. We recommend the same person take all measurements to ensure consistency.
2. Using the Measuring Instructions, measure each girl and fill in the measurement chart. Refer to the Measuring Instructions to select the size closest to each girl's measurements. The bust, waist and hips are the most important measurements. If a size is questionable, estimate or leave the size blank and DHL will determine for you.
3. The manufacturer will review the measurements and will approve or edit. DHL will then confirm with you on the final sizing that the manufacturer has selected for all girls. DHL suggests that directors go with the sizes determined by the manufacturer. This three-way check on measurements ensures the best fit.

Deposit for Costumes:

1. Upon receipt of the invoice for your order, a half deposit for women's costumes is due immediately to place the order and ensure there are no delays in production. Men's costumes must be paid in full to place an order.
2. Once your deposit is received and measurements confirmed, your order will go into production at which time no changes can be made nor refunds issued. There are no exchanges on costumes as they are custom. We recommend adding at least two extra costumes (larger sizes recommended) to your order at the time of placement because additional individual costumes cannot be added at a later date.
3. We enter production once the deposit and sizes are received. Fulfillment of the order takes 90-120 days.
4. DHL will contact you when your garments are ready to ship and will send you an invoice for the balance that is due. The balance is due before your order is shipped. Please plan accordingly so there is no delay on your end.

GENERAL CONTACT:

SCHOOL NAME: _____

CONTACT NAME: _____

CELL: _____ DAYTIME PHONE: _____

EMAIL: _____

BILLING:

STREET ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

BOOKEEPER EMAIL: _____

SHIPPING:

SCHOOL NAME: _____

CONTACT PERSON: _____

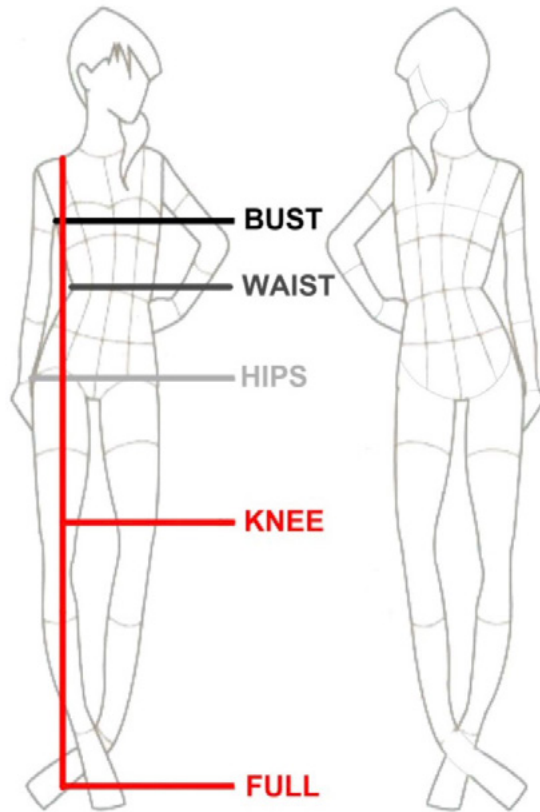
SHIPPING ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

CONTACT NUMBER: _____

This form has been completed to the best of my knowledge.
I understand this information including the measurement charts I submit will be used for my order placement.

Signature: _____ Date: _____



Understanding Measurements:

Bust: Measure the bust at the fullest part. Please note bra size and bust are not the same measurement.

Waist: To measure the waist, bend to the side and mark where the body creases. Measure around this point of the body.

Hips: Measure the fullest part of the hips

Length: Measurement from high point should to hem.

Note: Please make sure measuring tape is parallel to the floor for bust, waist, and hips measurements.

Size Chart	00	0	2	4	6	8	10	12	14	16	18	20	22	24
Bust	32	33	34	35	36	37	38.5	40	42	44	46.5	49	51.5	53
Waist	25	26	27	28	29	30	31.5	33	35	37	39.5	42	44.5	46
Hips	35	36	37	38	39	40	41.5	43	45	47	49.5	52	54.5	56
Knee Length	36	36	36	36	36	38	38	38	38	40	40	40	40	40
Full Length	62	62	62	62	62	62	62	62	62	62	62	62	62	62

Please enter your students' measurements on our [MEASUREMENT CHART](#).
(Click the green "X" to download the measurement chart.)