



ORDER FORM

5436 Dansher Road
Countryside, IL 60525

Call: 800-922-5733
FAX: 800-922-5893

Visit our website:
www.simcoformal.com
e-mail us at: orders@simcotrends.com

METHODS OF PAYMENT

Prepay—5% discount (Outfits Only) Prepay does not apply to credit card orders

Credit Card



Signature for Credit Card purchase _____ Billing Address for Card (Street, City, St, Zip)

#

expiration date on card

3-digit security code

C.O.D.— Money Order or Check on Delivery

Authorized Purchase Order: Net Payment 30 days
I have read and agree to the Purchase Order Payment terms of sale as stated on information page.

SIGNATURE _____ Title _____

Please order early! Allow 4 to 8 weeks for delivery. Add \$10.00 service charge for individual orders.

International orders: actual shipping charges applied. (customer is responsible for all duties and taxes on shipments.)

SHIPPING & BILLING INFORMATION

Ship to _____

Attention of _____

Address _____

City _____ State _____ ZIP _____

Director's Name _____

E-mail

address _____

Phone () _____ FAX () _____

Date _____ Date Needed _____

Bill to _____

Bookkeeper's/

Treasurer's Name _____

Address _____

City _____ State _____ ZIP _____

Phone () _____ FAX () _____

Purchase order # _____ Date _____

Tax exemption # _____

Style #	Description	<input type="checkbox"/> CHECK HERE IF ORDER WAS PHONED IN.	Color	Quantity	Unit Price	Special Size Charges	TOTAL

SHIPPING & HANDLING CHARGES

Shipping and handling charges determined by each individual piece.

Minimum Charge: \$12.00.

Tuxedos (including pants)	\$5.00
Dresses	\$3.50
Accessories	\$1.00
Shirts	\$1.75
Pants & Skirts	\$2.25

Express Shipping charges

Ground	MINIMUM CHARGE	\$12.00
3-Day service	MINIMUM CHARGE	\$18.00
2-Day Air	MINIMUM CHARGE	\$20.00
Next-day Air	MINIMUM CHARGE	\$40.00

Subtotal

5% Discount for Pre-Payment

7.75% Sales Tax (Illinois Only)

Shipping & Handling

Express Shipping

Deposit

Total

Please refer to information page before ordering.

Items ordered in previous catalogs are, in most cases, still available. Please call to verify.

We at Simco thank you for your continuing business and will work hard to keep you coming back year after year.

Measurements

MEN											
	Name	Initial	Height	Weight	Coat Size	Chest	Chest & Arms	Neck	Sleeve	Waist	Inseam or Outseam
1.											
2.											
3.											
4.											
5.											
6.											
7.											
8.											
9.											
10.											
11.											
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18.											
19.											
20.											
21.											
22.											
23.											
24.											
25.											

LADIES											
	Name	Initial	Height	Weight	Neck	Bust	Waist	Hips	Dress Size	Skirt Size	Pant Size
1.											
2.											
3.											
4.											
5.											
6.											
7.											
8.											
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25.											

Measurement Charts

CHART A

Ladies' Dresses, Velcro Closure Skirts, Blouses, Tee Tops,
Ladies' Designer Vests

Sizes	2	4	6	8	10	12	14	16	18	20	22	24	26	28
Bust	33	34	35	36	37	38½	40	41½	42½	43½	45½	47½	49½	51½
Waist	25	26	27	28	29	30½	32	33½	34½	35½	37½	39½	41½	43½
Hips	34½	35½	36½	37½	38½	40	41½	43	44	45	47	49	51	53

Chart A: Sizes 18-28: Dresses, add \$7.50.
Extra length, add \$ 7.50; Special sizes: Hand-cut, add \$50.00

CHART B

Ladies' Elastic Waist Circle Skirts & Palazzo Pants

Sizes	XS	S	M	L	XL	XXL	3XL	4XL	5XL
Waist	24	27	29½	32	34½	37	39½	42	44½
Hips	35	37	39½	42	44½	47	49½	52	54½

Chart B: Sizes XXL and above add \$7.50.

CHART C

Tails & Tuxedos, (Vests & Etons regular and long lengths only.)

Short (5'3"-5'7")	34	35	36	37	38	39	40	42	44	46									
Regular (5'7"-5'11")	34	35	36	37	38	39	40	42	44	46	48	50	52	54	56	58	60		
Long (5'11"-6'3")			36	37	38	39	40	42	44	46	48	50	52	54	56	58			
X-Long (6'3"-6'5½")						40	42	44	46	48	50								

Chart C: Tuxedo Sizes 48 and above add \$7.50.
Etons & Black Tux vests available in Regular only. 48 and above add \$7.50.
Children's sizes also available.

CHART D

Men's Adjustable Tuxedo Pants

Sizes	26	28	31	34	37	40	43	46	49	52	55	58
Regular	x	x	x	x	x	x	x	x	x	x	x	x
Long		x	x	x	x	x	x	x	x	x	x	x

Chart D: Men's Exact Waist Pants available in Sizes 28-50
Children's sizes available.

CHART E

Ladies' Tuxedo Shirts

Sizes	2	4	6	8	10	12	14	16	18	20	22	24	26	28
Bust	32	33	34	36	37	39	40	42	43	45	46	48	49	51

CHART F

Men's Tuxedo Shirts

Sizes	XS	S	M	L	XL	2XL	3XL	4XL	5XL
Neck	13	14	15	16	17	18	20	22	24
Sleeve	13½	14½	15½	16½	17½	18½			
1 (30-31)	x	x	x	x					
3 (32-33)	x	x	x	x	x	x	x	x	x
5 (34-35)		x	x	x	x	x	x	x	x
7 (36-37)		x	x	x	x	x	x	x	x
9 (38-39)			x	x	x	x	x	x	x

Boy's Sizes: XS, S, M, L in stock and available.

CHART G

Men's Polo Shirts

Boy's Polo Shirts

Sizes	S	M	L	XL	XXL	3XL	S	M	L	XL
Chest	38	42	46	50	54	58	32	35	38	41

Chart G: Sizes XXL & 3XL, ADD \$3.00

CHART H

Men's Long-sleeve T-shirt

Sizes	S	M	L	XL	XXL
Chest	36	40	44	48	52

CHART I

Girl's Khaki Slacks (hemmed)

Boy's Khaki Slacks (hemmed)

Sizes	7	8	10	12	14	16	8	9	10	11	12	14	16
Waist	24	24½	25½	26½	28	29½	24	24½	25	25½	26	27	28
Inseam	22½	23½	25	26	27½	28½	21½	23	24	25	26½	28	29½

CHART J

Men's Khaki Pants

Size (waist)	27	28	29	30	31	32	33	34	36	38	40	42	44	46	48	50
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Chart J: Sizes 27-32 finished hems 30", 32" or 34"
Sizes 32-50 open hems 36" Sizes 46 and above add \$7.50.

CHART K

Ladies' Khaki Slacks (hemmed)

Sizes	4	6	8	10	12	14	16	18	20
Waist	26½	27½	28½	29½	31	32½	34	36	38

HOW TO MEASURE: Please measure carefully, dresses are cut from patterns and not individually. Accurate measurements help avoid the hassle of exchanges. To ensure accurate measurements, **DO NOT measure yourself.** Pants come unhemmed for tailoring to individual needs. Please **include height** and **weight** when filling out your measurement chart to **insure proper fit.**



Tape placement for each measurement:

Chest/Bust: Measure around the fullest part of chest or bust.

Waist: Measure around the natural waistline.

Neck: Measure around neck and add 1/2 inch.

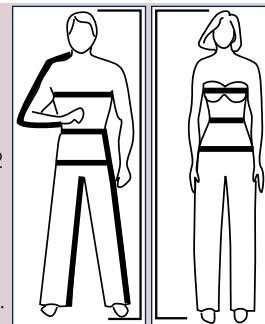
Sleeve: Bend elbow. Measure from center of back of neck, across the shoulder, around the point of the elbow to the wrist bone.

Hips: Measure around fullest part of hips.

Outseam: Measure from crotch down the inside of pant leg to the desired length and add 10 inches or measure from waist to desired length.

Hat: Measure around the head starting at middle of the forehead. Keep tape straight around the head.

Height: Measure from the top of the head to the floor with shoes on. (Ladies 5' 10" & over may require extra length.)



INFORMATION

Ordering is easy at SIMCO



CALL toll free:
800-922-5733
8 A.M. - 5 P.M. Central Time

Note: An Authorized Purchase Order must arrive by mail or FAX before we can ship your order.



MAIL/EMAIL

completed Order Form with pre-payment, credit card or official purchase order.

ORDERS@SIMCOTRENDS.COM



FAX

your completed Order Form with official purchase order or credit card info with signature to:

800-922-5893

SHIPPING & DELIVERY

We ship **stock** merchandise 2-5 days after receiving your order. Order early and always allow for delivery time. Please allow up to 8 weeks for delivery of dresses and show apparel.

All orders are shipped **UPS Ground** Service. For faster delivery, please request **Overnight, 2nd Day Air Freight**, or **3-Day Select** Service. See order form for charges.

INDIVIDUAL ORDERS: We gladly accept individual orders. Shipping charges will be higher. (see order form) Please add an **\$10.00 service charge**.

GROUP ORDERS: Shipping charges may be lower. Call to verify.

Accuracy with order form and measurement chart is of utmost importance to avoid delay and receive exactly what you need.

CUSTOM MERCHANDISE

Includes some skirts, blouses, dresses, custom color accessories, specially designed goods, or variations of stock merchandise. Please ask us if an item is custom or stock merchandise. Custom merchandise not ordered on an Authorized Purchase Order or credit card requires a 50% deposit with balance C.O.D.

CUSTOM SIZES: Special cut dresses are available. We are sewing a dress for someone we have never seen. Please measure carefully as no returns or exchanges are allowed. An additional charge of **\$50.00** applies to special cut merchandise. Alterations may be needed to obtain a custom fit. Alterations and hemming are the responsibility of the customer.

SAMPLES: Sample dresses or color swatches are available. Sample orders will be charged on a credit card. Samples have to be returned within **30** days. No sample returns will be accepted after 30 days. A credit for the sample orders returned within 30 days in original condition with labels intact will be issued within one week of return. Customer is responsible for freight on sample orders.

SPECIALITY FABRIC CARE INSTRUCTIONS

Due to the delicate nature of sequins, lamé and metallic crunch, Simco cannot make any claims to fabric life or serviceability.

Metallic Lamé & Crunch

- DRY CLEAN ONLY.
- PRESS from the underside using a press cloth.
- Metallic fibers may break and fray, but the garment maintains its integrity.
- Clip, DO NOT PULL, loose threads to maintain appearance of your garment.

Sequins

- DO NOT DRY CLEAN.
- Spot clean with mild detergent (not Woolite™).
- DO NOT SCRUB.
- Dry flat. DO NOT IRON OR APPLY HEAT OF ANY KIND.
- Avoid abrasion & contact with moisture (i.e. makeup, hairspray)

**Extend the life of your garment;
limit wear to actual performances only.**

**Please do not use dress shields and deodorants.
Simco cannot take responsibility for fading or
discoloration due to perspiration.**

LEASE INFORMATION

**LEASE IS FOR THE
School Year only.
MERCHANDISE MUST BE RETURNED BY
June 30, 2008.**

Please Note: Normal wear is expected. Any damaged, ripped, soiled, or permanently altered Lease Merchandise will be returned to you and billed at the full purchase price.

PAYMENT TERMS

1. **PRE-PAYMENT** in full: Send full payment in advance and deduct **5%** from your order subtotal. Available on outfit orders only. **CREDIT CARD ORDERS DO NOT APPLY.**
2. **CREDIT CARD. WITH SIGNATURE & BILLING ADDRESS.**
3. **C.O.D.** = money order or cashiers check on delivery by UPS. Add \$15.00 to charges.
4. **PURCHASE ORDER:** Provide an official school P.O. by FAX or mail. Total amount due within **30** days of receipt of merchandise.

PLEASE NOTE:

1. To maintain our low prices, we charge interest of 2% per month, or 24% per annum, on all accounts past due 30 days.
2. A personal check may delay your order. To expedite your order, please send a cashier's check or money order.
3. Special or custom orders (outfits or dresses) require a 50% deposit prior to shipping.

EXCHANGES & RETURNS

SIMCO has a **30** day exchange and return policy. Please call for a Return Authorization Number. **Returns will only be accepted with an R.A. # clearly visible on the outside of the package.** Customer is responsible for all shipping and handling charges on exchanges and returns. please insure all returns and exchanges with return receipt requested.

NOTE: GARMENTS MUST BE UNUSED WITH ALL LABELS INTACT. NO RETURNS ON CUSTOM MERCHANDISE OR WORN GARMENTS WILL BE GRANTED. EXCHANGE AND/OR RETURNS MADE AFTER **30** DAYS ARE SUBJECT TO A **15%** RE-STOCKING FEE. NO RETURNS ACCEPTED AFTER **90** DAYS.

CONSIDERATIONS

- **HAND-CUT DRESSES** are available for an additional charge of **\$50.00**. Please allow extra time.
No returns are accepted on hand-cut garments.
- **SAMPLES AND COLOR SWATCHES** are available at your request. Customer is responsible for freight charges.
- Alterations may be needed to obtain a custom fit. Alterations and hemming are the responsibility of the customer.
- All new tuxedo pants are delivered unhemmed.
- **DYE LOTS** may vary on dresses or blouses not ordered at the same time.
- Picture colors are not always accurate due to variations in printing. Call for color swatches.
- Add **\$5.00** each to dress orders of 6 or less.

www.simcoformal.com