

Welcome! Thank you for choosing Dianne Holbert Limited (DHL) to costume your group. 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
(click the link to automatically download the chart)**
- Sign and Approve Measurement Chart and Order Form**
- Remit Deposit to Dianne Holbert Limited**

Measuring Instructions:

1. We recommend the same person take all measurements to ensure consistency.
2. Please note that standard lengths are listed on the "How to Measure" page of this packet. Any changes to these lengths should be discussed with a member of the DHL team.
3. Using the "Measuring Instructions" page of this packet, 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.
4. 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.
5. Please complete and sign the "Customer Profile" page of this packet. No orders will be placed without this authorized signature approving the final measurements of the garments being ordered.

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. Any changes to the original sample may incur additional costs. DHL will notify you ahead of time.
3. Once your deposit is received and measurements confirmed, your order will enter 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 ordered at a later date.
4. We enter production once the deposit and sizes are received. Fulfillment of the order takes 90-120 days.
5. 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.

Additional Notes:

1. Once a custom order is placed, any changes made, if approved, will delay the production by six weeks and will incur additional costs for changes.
2. For custom dyeing, there may be a 5-10% difference in the dye lot.
3. Custom orders with modifications in styles, color, and quantity may have a surcharge per garment.
4. Custom sequined and hand-beaded dresses have a minimum order of 20 dresses. Some other styles may have minimums as well. A DHL team member will let you know if there is a minimum on the item you are purchasing.
5. Due to the delicate nature of the fabric and trims, DHL does not offer a warranty.
6. All items are made to order and cannot be returned.
7. Please check all garments upon receipt. DHL will address any order issues within two weeks of your receipt of the order. After the two weeks, DHL is no longer responsible for issues with the order.
8. All DHL costumes are custom and this must be considered when placing your order.
9. All orders are final and any mistakes due to incorrect measurements on the part of those filling out the order form will not be the responsibility for DHL.

GENERAL CONTACT:

SCHOOL NAME _____

CONTACT NAME _____

CELL _____ DAYTIME PHONE _____

EMAIL _____

BILLING:

STREET ADDRESS _____

CITY _____ STATE _____ ZIP _____

BOOKKEEPER EMAIL _____

SHIPPING:

SCHOOL NAME _____

CONTACT PERSON _____

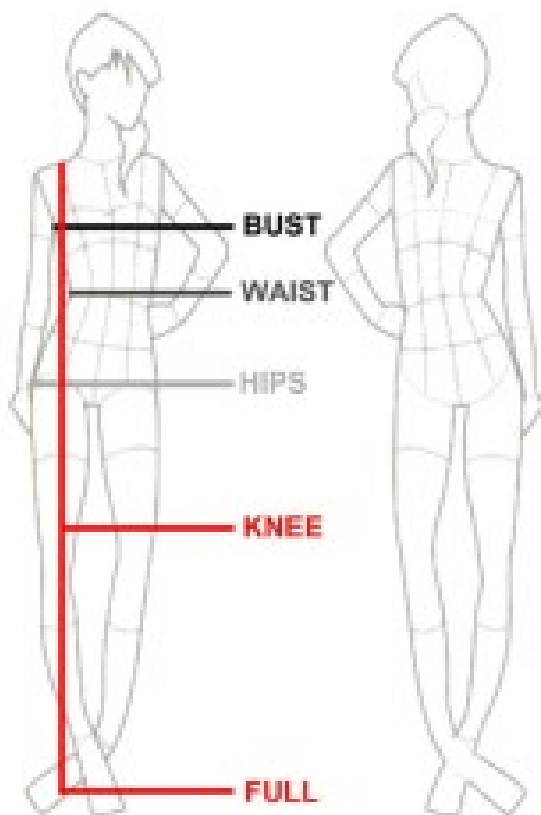
SHIPPING ADDRESS _____

CITY _____ STATE _____ ZIP _____

CONTACT NUMBER _____

I have read and acknowledge all the information outlined by Dianne Holbert Limited as it pertains to ordering costumes. I understand the submitted information including the measurement charts I submit will be used for my order placement. This form has been completed to the best of my knowledge.

AUTHORIZED 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 shoulder 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 link and the chart will automatically download.)