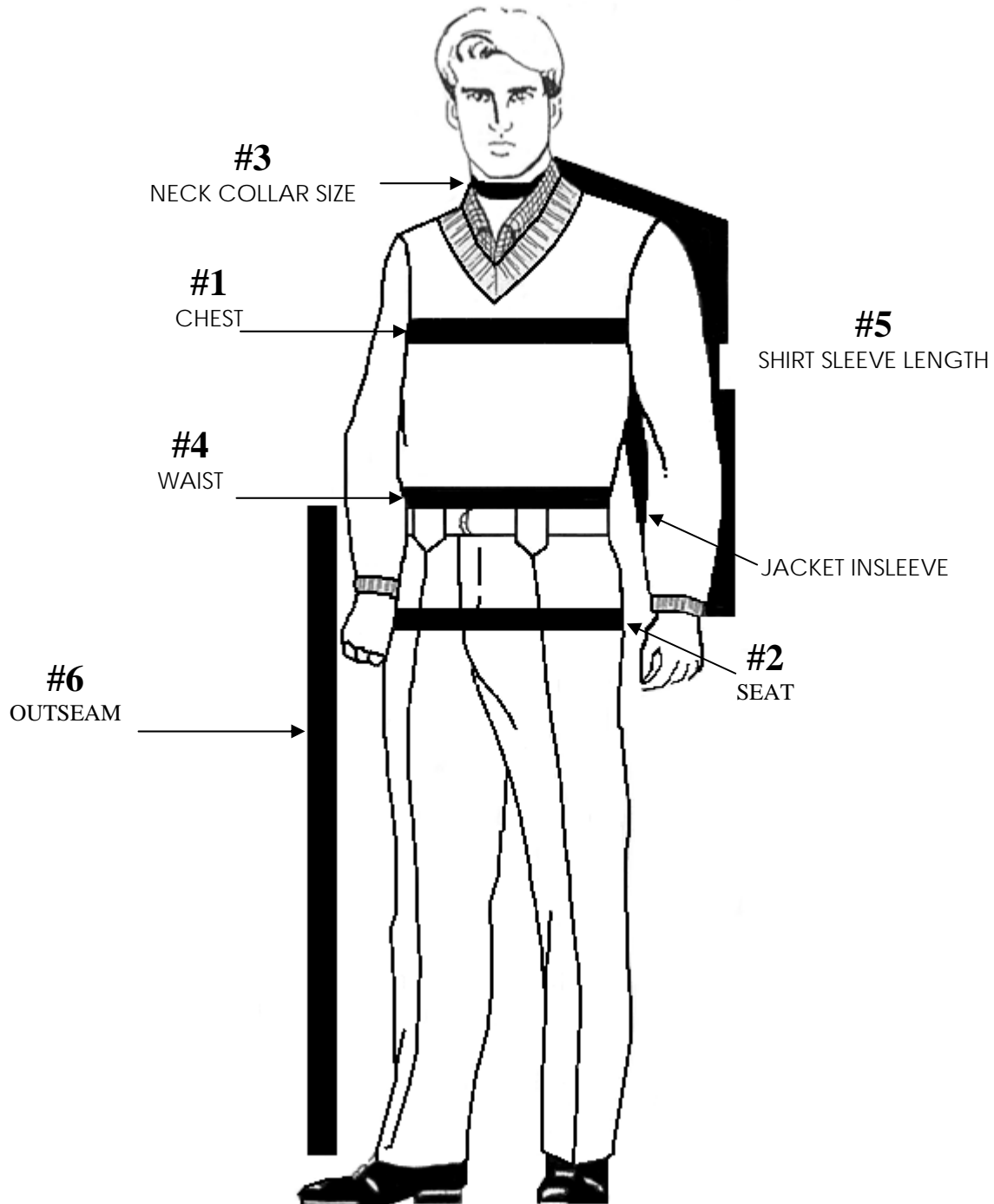


# Taking Accurate Measurements

## Measuring guide



## **Jacket size :**

An accurate jacket size may be arrived at in the following way :

1. You take the chest measurement by placing the tape high under the arms, from the front of the chest to the back. The chest should be 7" inches bigger than the waist.  
**Ex :** If the waist is 31, the chest should be 38.
2. To determine the proper jacket size, take the measurement of the seat, of the waist + 7 inches and the chest measurement. Whichever is greater of these measurements, that should be the jacket size.  
**Ex :** Chest of 39, waist of 31 + 7 and seat of 40. The jacket size should be 40 so that the customer is comfortable.

## **Jacket insleeve :**

After determining the appropriate jacket size for your customer to try on, you must then take the jacket sleeve length. For an accurate measurement, the sleeve should rest at the wrist bone and allow for one-half inch (1/2") of the shirt cuff to show.

### Sleeve too long

1. If the jacket sleeve is too long, roll up the sleeve to the correct length and pin it.
2. Ask the customer to remove the jacket, place it on a hanger and measure the length along the inside seam of the jacket at the pin up to the armpit.

### Sleeve too short

1. If the jacket sleeve is too short, with the jacket on the customer, measure the difference between the existing sleeve to the wrist bone.
2. Hang up the jacket and measure the sleeve, adding this difference for the customer's sleeve length.

If you do not have a jacket for your customer to try on, use the following table to guide you :

5'5" = 14 ½	5'9" = 16 ½	6'1" = 18	6'5" = 20
5'6" = 15	5'10" = 17	6'2" = 18 ¼ - ½	6'6" = 20 ¾
5'7" = 15 ½	5'11" = 17	6'3" = 18 ½ - 19	6'7" = 21 ½
5'8" = 16	6'0" = 17 ½	6'4" = 19 ½	

### **Waist :**

1. Ask your customer to stand up in a relaxed position.
2. Standing by your customer's side, place the tape around your customer's waist. Make sure the tape is not resting over his belt or the waistband of his pants.
3. Pull the tape snugly, so that you cannot slide it side to side.
4. Waist measurements are taken to the fullest inch. **Ex** : 35" inches, not 34 ½" inches.

### **Seat :**

1. Ask your customer to stand with his feet together. Be sure he has removed his wallet, and keys from his pockets.
2. Standing by your customer's side, place your tape around the largest part of the customer's seat.
3. Make sure the tape is level and not too snug or your customer may not have room to sit.
4. Seat measurements are taken to the fullest inch. **Ex** : 40" inches, not 39 ½" inches.

### **Pant outseam :**

1. Bend down by your customer's side and place the metal end of the tape measure at the top of his hip bone where the waistband of the pant will sit.
2. Bring the hanging tape measure to where it meets the top heel of the shoe.
3. Outseam measurements can be taken to 1/2" inch lengths..

### **Shirt neck :**

1. Holding the metal end of your tape measure, place the tape around the customer's neck along the spot where the shirt will sit (below the adams apple).
2. Bring the tape around to meet the metal end.
3. Add one-half inch (1/2") to determine the neck size.

### **Shirt sleeve :**

1. Ask your customer to stand in a relaxed position with his arms down.
2. Place your tape at the center at the back of the neck. On most people, you will have no problem feeling the large vertebra at the back of the neck. This is your starting point.
3. As you hold the tape there, bring it across the customer's back to the top of his shoulder and down the arm slightly past the break in his wrist.

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