

Department: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Payroll #: \_\_\_\_\_

Weight: \_\_\_\_\_

Height: (feet/inches): \_\_\_\_\_

 Male: 

 Female: 

**ACCURATE HEIGHT AND WEIGHT ARE ESSENTIAL FOR PROPER FITTING GARMENTS.  
USE SIZING SAMPLES WHEN AVAILABLE! Refer to lettering on diagram below!**

|  |          |
|--|----------|
| <b>1. Chest:</b> Measure around thickest part of the chest, high in the underarm with arms down.<br><u>Do not use a loose measurement! (C)</u> <b>Actual Measurement</b> _____ <b>+ 2" =</b>   |          |
| <b>2. Upper Body:</b> Measure around chest, back and arms, same position of chest as required in # 1) chest measurement. <u>Do not use a loose measurement! (B)</u>  |          |
| <b>3. Sleeve Length:</b> With the both arms bent forward and fingertips touching in front of body, measure from center base of the neck to approx. midway toward the armpit <b>(D1)</b> . Reposition tape across the back to follow the arm to the outer point of the elbow <b>(D2)</b> then to the center of the wrist bone <b>(D3)</b> . | D1+D2+D3 |
| <b>4. Neck to Waist Length:</b> Measure in a straight line from the centre base of the neck to the top of the waistline. <b>(E)</b>  |          |
| <b>5. Waist:</b> Measure around the top of the hipbones (this should line up with the belly button).<br><u>Please do not use a loose measurement! (F)</u>  |          |
| <b>6. Seat:</b> Measure around the largest part of the person's buttocks. <b>(G)</b>   |          |
| <b>7. Inseam:</b> Measure from high in the crotch to the center of the anklebone. <b>(H)</b> <b>PLUS 1 inch.</b><br><b>Actual Measurement</b> _____ <b>+ 1" =</b>  |          |
| <b>8. Outseam:</b> Measure from top of hipbone (waistline) to center of anklebone. <b>(I)</b> <b>PLUS 1 inch.</b><br><b>Actual Measurement</b> _____ <b>+ 1" =</b>   |          |
| <b>9. Upper thigh:</b> Measure around the thickest part of the upper thigh just below crotch. <b>(J)</b>   |          |

**MEASURED BY:** \_\_\_\_\_

**SIZING COAT:** \_\_\_\_\_                      **SIZING PANT:** \_\_\_\_\_

**COMMENTS:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**CUSTOMER'S SIGNATURE:**

If wearer requests a measure other than what is actually arrived at, they need to initial.  
 Manufacturer & distributor accept no responsibility for inaccuracies that might result due to requested change

