



1605 Prospect Street, Indianapolis, Indiana 46203
 TOLL FREE: 888-248-2090 PHONE: 317-634-7728
 FAX: 317-634-7854 www.dancesoph.com

Ordering Information

Complete the enclosed order form carefully including **method of payment** section. Be sure to include any and all phone numbers where we may reach you for any questions about your order (include your cell phone number). Please get your entire group together early and place one order. **We do not accept individual orders.**

Choose the correct size from the size chart following our instructions on measuring. Send your sizing worksheet for us to check against the specified chart size. Use one line for each item in the same size & color listing quantity, style, item name, colors, size and unit price for each item ordered. *Orders received without complete information will be subject to delay.* **All alterations are the responsibility of the customer.**

Place your order by email, fax or US mail.
EMAIL: dance@dancesoph.com **FAX:** 317-634-7854
 For customer assistance call our toll free number: 888 248-2090 between 8am and 4pm weekdays; or you may fax or email your order 24 hours a day.

Re-Orders

We require that you send a sample garment for duplication purposes and indicate "re-order" on the order form to assure a close match. Dye lots may vary from order to order.

Cancellation and Change Policy

All Dance Sophisticates garments are specially made for you. Therefore, once your order has been placed, cancellation is not allowed. Changes may only be made within 3 working days from receipt of your order and will be subject to a 10% charge equaling the total order dollar amount. Changes to your order may also result in additional delivery time. **Any additions will be handled as a new order.**

Custom Designs

Dance Sophisticates has always been a custom design house. Original designs are our specialty. Call 888-248-2090 for information or help in designing. Additional delivery time is required for custom orders. All custom designed garments require a minimum order of 10.

Minimum Orders

Minimum order of 4 is required for all new orders. Re-orders from uniforms we have previously manufactured for your organization in a quantity of less than 4 may be subject to an additional charge.

***Payment Options**

Use our order form, fill out completely, and send with your form of payment. No order will be processed until one of the 3 payment methods are met. All prices in this catalog are subject to change without notice and are shown in US dollars.

1. Full Payment - Cashier's check, school checks & money orders should be made payable to Dance Sophisticates. A \$35 service charge will be assessed for returned checks. Do not send cash through the mail.

2. School Purchase Order - Mail or fax an original copy of an official school Purchase Order signed by an authorized school official. List all items ordered and total amount due including shipping & handling charges and upcharges. You will be billed net 30 after shipment of merchandise. *Orders under \$200 must be pre-paid.

All accounts past due will be subject to an additional 2% finance charge per month on outstanding balances.

3. Charge Card - Use your Visa or MasterCard for payment in full when placing your order. When using a charge card, be sure to list your charge card number, 3-digit CVV code (Back of Credit Card) expiration date, billing address and signature. Please be aware that charges for the merchandise may appear on your bill before actual shipment occurs.

Return Policy

All GARMENTS are manufactured to your specifications and therefore, ARE NOT RETURNABLE OR EXCHANGEABLE. Check your order immediately upon receipt and notify customer service at 888-248-2090 within 3 days if any defects or discrepancies are found. We reserve the right to inspect returned, unworn merchandise to determine whether a replacement, repair or adjustment is due. All returns must be accompanied by a **RETURN AUTHORIZATION NUMBER** which must be obtained from our customer service department. No exceptions will be made. *Any shipment received with out this number will be refused and returned to sender.* No authorized returns of any merchandise are permitted after 10 days from date of shipment.

Exchanges on Shoes

Call our office at 317 634-7728 to receive your return authorization number. When you return shoes unworn and in perfect condition in the original unmarked box along with a 15% exchange fee plus appropriate shipping and handling charges, your exchange will be sent to you promptly. Shoes may be exchanged only for the same style. No returns are accepted.

Shipping and Handling Charges

All shipments are made by UPS ground service unless you request otherwise. The following information is for shipment within the continental United States. UPS will not deliver to a post office box number. Please give complete street address. UPS requires an adult signature for delivery.

SHIPPING AND HANDLING CHARGE CHART

\$ Amount of order	Reg UPS
\$0 - \$50	\$10
\$51-\$100	\$12
\$101-\$250	\$15
\$251-\$500	\$20
\$501-\$700	\$30
Over \$700	\$5 per \$100

All Special Shipping will be quoted and billed per order. Alaska, Canada and Hawaii must use Next Day Air UPS charges. **NOTE: Heavier items such as shoes may cost more to ship due to weight.**

Damaged or Discrepancies

Please open boxes and check orders upon receipt. If there is a discrepancy with your order you must report it to us within 3 days. If your merchandise has been damaged in shipping, keep the damaged carton and file a claim with UPS. You must file a claim with UPS for lost or damaged merchandise within 10 days.

Delivery

Order Early. Orders received November through May allow 8 to 10 weeks. Orders received June through October are subject to additional delivery time. Delivery schedule begins upon receipt of complete order including payment by check, credit card or purchase order. Delivery schedules are approximate and may vary depending on availability of supplies, fabrics, products involved, custom designs & sizing.

Samples

Samples from our catalog are available for your inspection by sending full payment for all items requested; or call us toll free at 888 248-2090 & arrange to pay by credit card. Fabric swatches in the shades you request will be sent by regular postal service at no charge. We will pay ground shipping to you on catalog samples. It is your responsibility to pay for return shipping. When you return the samples to us within 2 weeks, unworn & in good condition, your payment will be refunded. Samples ordered in specific colors and sizes are considered a purchase and must be prepaid. They are not returnable or exchangeable. Sizer samples are available by request. A \$200 deposit will be requested and when sizers are returned your \$200 will be refunded.

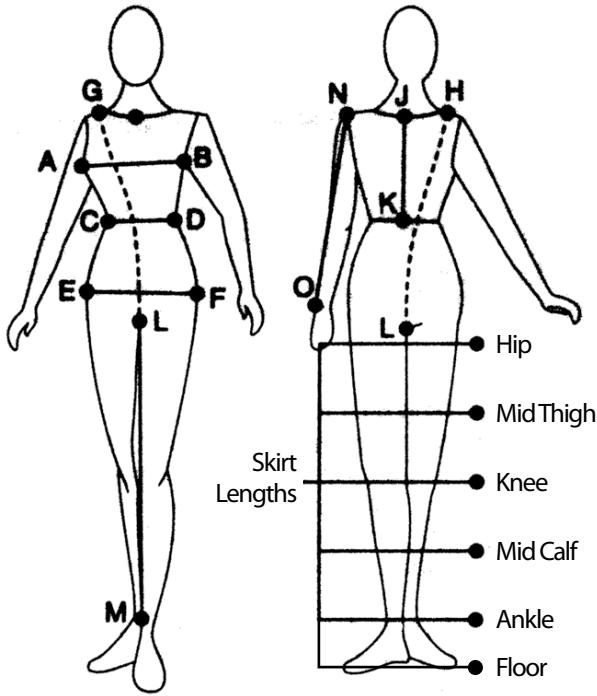
Due to Changing Trends

Any orders requiring special processing due to COLOR, STYLE, and or QUANTITIES could be charged a surcharge. For example, groups requesting a different style and or color for individual members could be charged as much as \$50 per outfit depending on the request. Each order will be handled individually to determine what the actual charge might be.

Warranty

Due to the delicate nature of the fabrics used in your garments we make no warranty either expressed or implied.

We reserve the right to correct any typographical errors contained in this catalog and to discontinue any styles or fabrics no longer available. Prices are subject to change without notice.



Measure by Diagram

- Bust-** Measure around the fullest part (A-B)
- Waist-** At natural waistline (C-D)
- Hips-** Measure around fullest part, 11" down from waist (E-F)
- Back Waist-** Measure from top neck bone (where a necklace lies) to the natural waistline (J-K)
- Skirt Length-** Natural waist to length (K-Length)
- Inseam-** Crotch to ankle (L-M)
- Sleeve Length-** Top of Shoulder to wrist bone with arm hanging down to your side (N-O)
- Height and Weight-** Listed on sizing worksheet

Women's and Girl's Sizing Chart

Smaller and Larger sizes are available

SIZE	30	32	34	36	38	40	42	44	46	48	50	52	54
Bust	30	32	34	36	38	40	42	44	46	48	50	52	54
Waist	23	25	27	29	31	33	35	37	39	41	43	45	47
Hips	32	34	36	38	40	42	44	46	48	50	52	54	56
Back Waist	15	15.5	16	16.5	17	17.5	18	18	18	18	18	18	18
Sleeve	21	21	22	22	23	23	24	24	24	24	24	24	24
Knee Length	21	21	22	22	23	23	24	24	24	24	24	24	24
Full Length	41	41	41	42	42	43	43	44	44	44	44	44	44

ORDER: Order by chest size for dresses and skirts. Dresses and skirts are shipped serged and hemmed.

TALL: FOR HEIGHTS OVER 5'8", specify "TALL" beside the size. Talls are 1" longer in the back waist length and 2" longer in the skirt. For example empire style dresses 3" is added to the skirt only.

LARGE SIZES: Chest size 46 thru 50, add \$10; Chest size 52 thru 54, add \$15; Chest size 56 & up, add \$20.

SIZING POINTERS

1. Always order the larger size when in doubt. There are no seams to let out.
2. Consider all measurements when selecting size but also consider what type of garment you are ordering as to which measurement is most important.
3. You must send your Sizing Worksheet. We will try to advise you if you have selected an improper size but we will not be responsible for your selection.
4. If you want custom sizing, measure each individual and add \$20 per person and we will manufacture each garment as close as possible.

DETERMINING YOUR SIZE

1. Fill in the Sizing Worksheet. For help please call: 1-888-248-2090.
2. Never measure yourself.
3. Wear the same undergarments you plan to wear under your garment.
4. It is best not to measure over street clothes
5. Keep the tape snug but not too tight. Do not add inches.
6. Have the same person measure the entire group.
7. Have everyone present on the same measuring day.

Tuxedo Coat

TYPICAL SIZE GUIDELINES BY HEIGHT:

Short= 5'4" - 5'7" • Regular = 5'7¹/₂" - 5'11"^m • Long 5'11¹/₂" - 6'2¹/₂" • X-Long= 6'3" and up

DESCRIPTION:

Notched satin lapel, single breasted one-button front closure, two lower flap pockets, one breast welt pocket, ventless sleeve with one fabric covered button, two inside pockets, no back vent. Larger sizes may require more delivery time.

Chest Size Scale														Totals	
	34	36	38	40	42	44	46	48	50	52	54	56	58	60	
Short															
Regular															
Long															
X-Long															
Quantity													x \$66		
													x \$61		
													x \$56		
SUB TOTAL															

DESCRIPTION:

Double-pleated, premium adjustable waistband, two front and two back pockets, satin side stripe, double hook and eye closure. Larger sizes may require more delivery time.

Tuxedo Trousers

Waist Size Scale													Totals
	24-25-26	27-28-29	30-31-32	33-34-35	36-37-38	39-40-41	42-43-44	45-46-47	48-49-50	51-52-53	54-55-56	57-58-59	
Short													
Regular													
Long													
Quantity												x \$32	
												x \$29	
												x \$26	
SUB TOTAL													

DESCRIPTION:

White 65% polyester/35% cotton blend, 1/4" or 1/2" pleats, available with a wing collar, laydown collar, or banded collar (1/2" pleats only). Cannot be returned if removed from package.

Tuxedo Shirts

Sleeve	Neck Size Scale															Choose Style	Quantity
	14	14 ¹ / ₂	15	15 ¹ / ₂	16	16 ¹ / ₂	17	17 ¹ / ₂	18	18 ¹ / ₂	19	19 ¹ / ₂	20	20 ¹ / ₂			
Sleeve 30-31																Shirt 901 \$12	<input type="checkbox"/>
Sleeve 32-33																Shirt 937 \$12	<input type="checkbox"/>
Sleeve 34-35																Shirt S501 \$12	<input type="checkbox"/>
Sleeve 36-37																Shirt 877 \$16	<input type="checkbox"/>
Sleeve 38-39																Pique M07 \$26	<input type="checkbox"/>
SUB TOTAL																	

Tuxedo Accessories

	01-Black	02-Silver	70-White	71-Ivory	14-Gold	51-Pink	52-Hot Pink	55-Scarlet	50-Red	45-Burgandy	21-Hunter Green	24-Emerald Green	22-Kelly Green	25-Teal	39-Light Blue	38-Royal	37-Navy	09-Purple	SM	M	LG	XL	XXL	X ^s	Totals
Satin Vest																									x \$30
Satin Bow Tie																									x \$2
Satin Long Tie																									x \$10
Satin Cummerbund																									x \$6
Satin Crossover Tie																									x \$4
Mylar Bow Tie																									x \$5
Mylar Cummerbund																									x \$10
Pique Vest																									x \$34
Pique Bow Tie																									x \$5
Poplin Vest																									x \$22
Button Suspenders																									x \$4
Clip Suspenders																									x \$4
COLORS NOT AVAILABLE IN SHADED AREA																									
SUB TOTAL																									

Men's Jewelry

Cufflink and Stud Sets – Gold	262BG	\$4	Button Cover – CCG1-01	\$3 each	GRAND TOTAL
Cufflink and Stud Sets – Silver	262BS	\$4	Button Cover – BCG5	\$10 each	

