

# Alteration Form

Your name and team: \_\_\_\_\_ Date: \_\_\_\_\_

Address for shipment back to you: \_\_\_\_\_

Frequently we need more information please give us your phone number and/or email address.

Phone number: \_\_\_\_\_ Best time to call: \_\_\_\_\_ email: \_\_\_\_\_

Step 1: Have someone **remeasure** the areas of your body where your suit does not fit correctly. Carefully follow the instructions below. Use a cloth measuring tape.

Step 2: Fill in the numbers below.

\_\_\_\_\_ **Chest** (woman across largest part of bust)

\_\_\_\_\_ **Waist** Measure where the belt on the suit will be positioned.

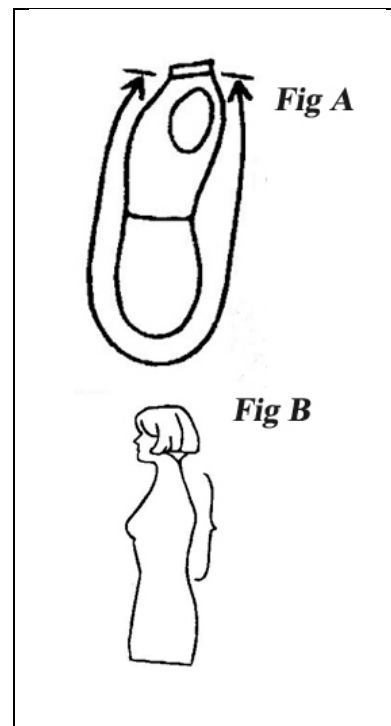
\_\_\_\_\_ **Hips** At largest point (usually 6-8" below natural waistline)

\_\_\_\_\_ **Torso** (Fig A) Also known as the 'rise'. Measure Carefully here – Start the tape measure at the hollow of the base of your neck in front. Continue through your crotch area and up your back to the small bone at the base of the back of your neck.

\_\_\_\_\_ **Back Neck to Waist** (Fig B) Start at small bone at base of neck. Measure Down to where you want your suit waist to be.

\_\_\_\_\_ **Sleeve Length** Measure from the center of the back of the neck over slightly bent elbows, down to the wrist.

\_\_\_\_\_ **Leg Length** Measure the inseam (from crotch seam to bottom of hem) of a Pair of pants you like or ask a friend to measure you from crotch to shoe.



Where

How many inches?

Is your suit too big? <input type="checkbox"/> Yes _____	_____
Is your suit too small? <input type="checkbox"/> Yes _____	_____
Is your suit too long? <input type="checkbox"/> Yes _____	_____
Is your suit too short? <input type="checkbox"/> Yes _____	_____

Use the space below to tell us more. Remember to tell us **where** the problem is, **what** the problem is, and be **specific** with inches.