

## Steps in placing your order

Choose your item of interest.

Fill out the order form with all necessary information.

Use the enclosed measurement form for required measurements.

Read, sign and date the sales agreement form. Mail or fax measurement form, sales agreement form and order form to:

**Address:** National Robe Corporation  
3531 Rehobeth Church Road  
Greensboro, NC. 27406

**Fax:** 336-852-3271

If you have any questions or concerns regarding your order (or) you would like to call-in and place your order, please contact a sales representative at 336-547-0492 (or) 800-707-9559 between the business hours of 8:30 - 4:30 EST Monday through Friday and someone will be able to assist you.

## Policies

- 1. Orders are scheduled when ALL required forms are received:**
  - a. Complete description of garment to be manufactured** (including style number, color, accessories, etc.)
  - b. Completed measurement form**
  - c. Required deposit** (Acceptable payments: VISA, MasterCard, American Express, Discover, Check, Cashier check, Money order)
- 2. All balances are to be paid prior to shipping. We provide ground shipping via UPS. Expedited shipping such as Next day or 2 day air, will incur an additional charge, please contact for prices.**
- 3. Prices are subject to change without notice, please verify before placing order.**
- 4. Gift Certificates are available in any dollar denominations with a 2 year from purchase expiration date.**
- 5. Orders may be placed by phone, mail, fax, or in person. You are ALWAYS welcome to visit our place of business to see a display of our work**
- 6. Measurements are retained on file for four (4) years**
- 7. Brocades, fabrics, and trimmings are subject to availability. Any production delays due to availability, will be promptly communicated**

National Robe Corporation  
3531 Rehobeth Church Road Greensboro, NC. 27406  
Tel. 336-547-0492 local 800-707-9559 toll free 336-852-3271 fax  
Web: [www.nationalrobe.com](http://www.nationalrobe.com) Email: [info@nationalrobe.com](mailto:info@nationalrobe.com)

# Order Form

Apostle / Bishop / Pastor / Reverend / Elder / Doctor / Minister / Evang.

Please circle one

Name \_\_\_\_\_ Church Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip code \_\_\_\_\_

Home \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_

Email \_\_\_\_\_ alt Email \_\_\_\_\_

Please list any other information you feel will aid us in placing your order

---

---

## Measurement Form

MEASUREMENTS REQUIRED FOR PRODUCING A GARMENT

Please use the form below to record your measurements and include this form with your order form, when placing an order

HEIGHT \_\_\_\_\_ (We need accurate measurements) WEIGHT \_\_\_\_\_

A. NECK \_\_\_\_\_ Measure completely around the largest section of your neck. You may also provide the neck measurement when you purchase a dress shirt

B. SHOULDERS \_\_\_\_\_ Measure from shoulder bone to shoulder bone, up around the back of the neck.

C. SLEEVE LENGTH \_\_\_\_\_ Measure from the shoulder bone to the wrist bone, as the arm is straight down at your side

D. SLEEVE LENGTH \_\_\_\_\_ Measure from the shoulder bone to the wrist bone, as the arm is bent at an angle with your wrist towards you chest

E. WAIST \_\_\_\_\_ Measure completely around your waist (above your navel). Please give actual measurement

F. HIPS \_\_\_\_\_ Measure completely around the fullest portion of your hips including the buttocks. Please give actual measurement

G. CHEST \_\_\_\_\_ Measure completely around the fullest portion of your chest (under the arm) with your arms down at your sides. This measurement should be done with a shirt on. Please allow 4 inches within this measurement. (Example: If the actual measurement is 54", then add 4 inches, which the measurement to report is 58")

H. NECK to WAIST \_\_\_\_\_ Measure from the back of the neck down to the indentation of the back at the waistline

I. FULL LENGTH \_\_\_\_\_ Measure from the back of the neck down to the ankle

J. JACKET LENGTH \_\_\_\_\_ Measure from the middle of the shoulder down to the end of the finger tips, while your arms are at your side

K. SKIRT LENGTH \_\_\_\_\_ Measure from the side of your waist down to the ankle

National Robe Corporation

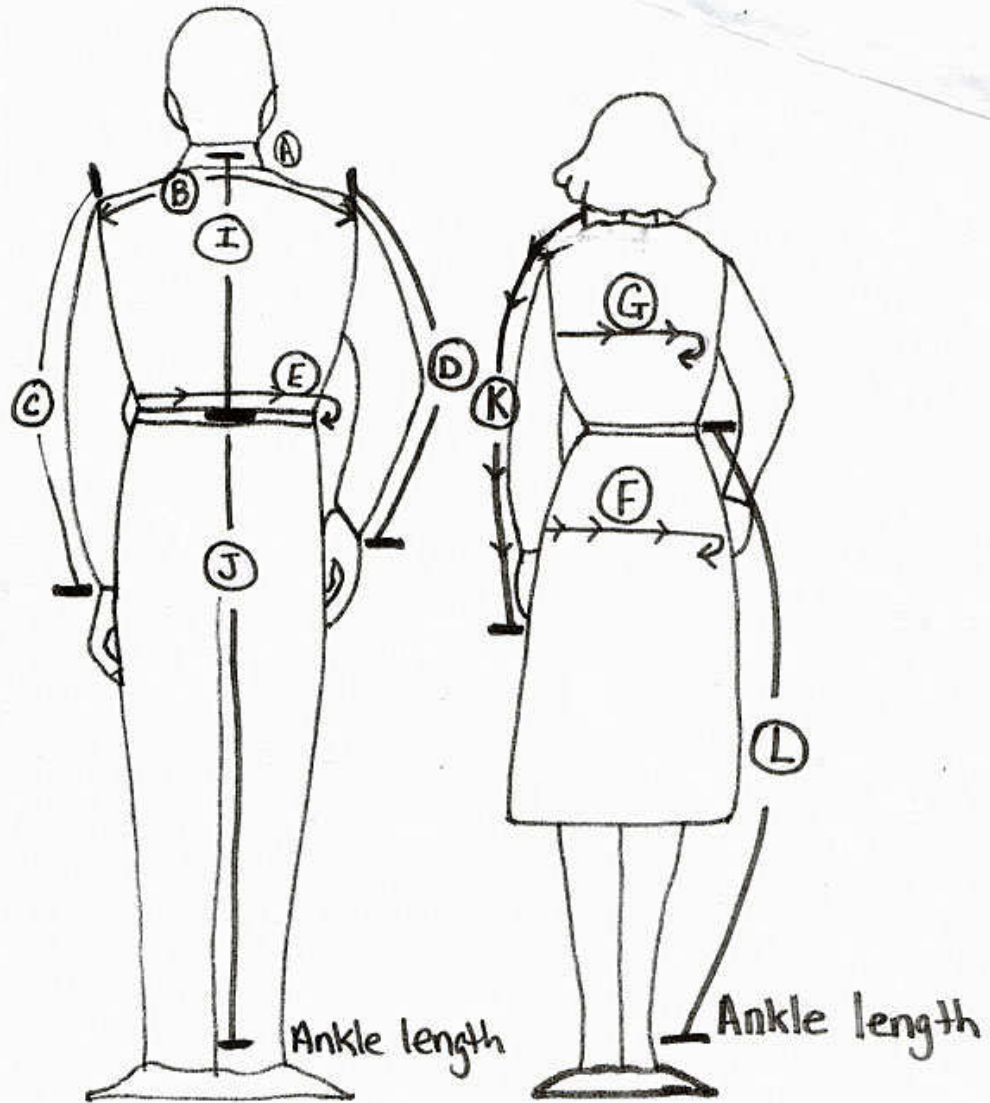
3531 Rehobeth Church Road Greensboro, NC. 27406

Tel. 336-547-0492 local 800-707-9559 toll free 336-852-3271 fax

Web: [www.nationalrobe.com](http://www.nationalrobe.com)

Email: [info@nationalrobe.com](mailto:info@nationalrobe.com)

Diagram



# National Robe Corporation

*“Anointed Clerical & Pulpit Attire”*

3531 Rehobeth Church Road

Greensboro, NC 27406

Office: (336) 547-0492

Fax: (336) 852-3271

Toll Free: 1-800-707-9559

Website: [www.nationalrobe.com](http://www.nationalrobe.com)

Rev. Shelley R. Bass, President/CEO

E-mail: [www.Sales@NationalRobe.com](mailto:www.Sales@NationalRobe.com)

Josephine W. Bass, Vice-President /Lead Designer

Gloria M. Bass, Sales Manager

**ALL garments are custom-made to customer specifications. Tailor-made garments (produced at customer specs and tailored measurements) will be produced at customer's request and will incur an additional charge.**

## Sales Agreement

Please allow 6 to 8 weeks for completion of ALL individual order(s), and 8 to 10 weeks on group orders of 10 or more garments. RUSH orders (before 6 weeks) are accepted, please call for additional information and policy. Before production will begin, ALL orders MUST have a signed and dated contract on file, accompanied by a 50% minimum NON-refundable deposit paid in full. The 6 to 8 week (60 day period) production time frame will start on the deposit payment date, NO EARLIER and NO EXCEPTIONS.

ALL orders completed with measurements taken by a NRC representative, will be processed under the manufacturer's agreement (stated below).

ALL orders completed with client/customer measurements, which are phoned, emailed, or faxed to NRC, will be processed at buyer's responsibility for any alterations and/or related cost(s).

Any changes made after the contract have been finalized, will have to be approved by the Office Manager or a Manufacturing Supervisor. If garment(s) has been cut and placed in production, NO changes will be honored. Once garments are completed and the customer is notified by phone and/or email, then the customer or responsible party has 15 days to pick-up or retrieve garment(s). If garments are unclaimed after the 60 day time frame, from the deposit payment date, the client/customer understands and agrees to forfeit the NON-refundable deposit to cover the manufacturing costs.

## Manufacturer's Agreement

If garment(s) manufactured by NRC do not meet the specifications and/or measurements listed within your signed and dated contract, then NRC will be responsible for the necessary alterations for customer satisfaction. If there is an error of production, customer/client MUST notify NRC within 7 days of receipt of garment(s).

There is a 30 day satisfaction policy which states that if there are any problems with your garment(s), the customer or responsible party must notify NRC within 7 days of receipt and then must return the garment(s) to NRC within 30 days for inspection and or repair. After the 30 day timeframe, then the customer is responsible for the cost of alterations and/or repairs.

## Deposit Agreement

A 50% minimum NON-Refundable deposit (half of the total cost) is required before ANY order/contract will be produced. Once your deposit is received, production will begin, NO EARLIER and NO EXCEPTIONS.

The garment(s) will begin process, and the final balance is due upon completion of the garment(s). Any order that is requested to be produced before the required time frame (RUSHED, before the 4 to 6 weeks) is required to pay the balance in full with a 15% surcharge, before the garment will be produced.

Customer Signature \_\_\_\_\_

Date \_\_\_\_\_