

# ALMY POLICIES & ORDERING INFORMATION



**GUARANTEE** We guarantee you'll be satisfied with anything you order from Almy. QuikShip items may be returned for any reason for exchange or refund. Custom-made or personalized items may be returned for alteration or exchange if they are defective or do not conform to your order specifications.

We encourage you to view free fabric swatches or samples prior to confirming any custom-made order — we are happy to help.

**GIFT CERTIFICATES** Many of our products make fine, lasting gifts. If you can't decide, why not give an Almy Gift Certificate? Simply send your name and address, along with the name and address of the person who will be receiving the certificate. State the amount you wish to give, and enclose your remittance. We will send the certificate and a catalog to the recipient directly, or, if you prefer, the gift certificate can be sent to you.

**PRICES** Almy may have to change prices in this catalog prior to the August 31, 2012 expiration date. In that event, we will contact you for approval before shipping.

**DELIVERY & BACK ORDERS** Most orders for QuikShip items are shipped the same day we receive your order. Orders for custom made items, or for QuikShip items that are temporarily out of stock are acknowledged promptly with the expected delivery date.

**PAYMENT** We accept checks, money orders, Almy Gift Certificates and major credit cards (Visa, MasterCard, Amex, Discover.) Credit cards are charged at the time of shipment only for the value of the shipment. USA and Canadian customers without an Almy Account in good order, and all other international customers, are asked to prepay their orders in full.

**SALES TAX** Orders delivered to Connecticut and Maine that are charged to any individual, or to institutions for which we do not possess a tax exempt certificate, are subject to sales tax in those states. We will credit and refund taxes when provided with a tax exempt certificate.

**RETURNS** Shipments to USA and Canada include simple instructions and a prepaid label for returning merchandise to us. We will deduct \$8.00 from the credit for any returns using these services. International customers, please contact us for return assistance.

**DAMAGE CLAIMS** Be sure to open your package promptly and inspect for shipping damages. If merchandise is damaged, save all packaging materials and call us at 1.800.225.2569. We will help with additional instructions, and provide a speedy exchange.

**ALMY ACCOUNT** Qualified USA and Canadian customers may charge their orders to their Almy Account. Almy Account charges are payable 30 days from the date of invoice (shipment). We reserve the right to impose a 1.5% per month finance charge on overdue balances. New accounts are available only for recognized organizations in USA and Canada — please request a credit application from your customer service representative, or visit [www.almy.com/resources/documents](http://www.almy.com/resources/documents) to download an application. Send the completed application with prepayment of your initial order and credit terms will be considered for subsequent orders.

## DELIVERY

### HALF OFF DELIVERY FOR PREPAID ORDERS

Ground Delivery to USA and Canada is half off when you prepay your order!

### DELIVERY CHARGES FOR ALMY PRODUCTS, EXCEPT KERRYLIQUID

*For KerryLiquid see the next table.*

Value of Merchandise	Prepaid, USA & Canada	Postpaid, USA & Canada	All Other International
	Ground Service via FedEx or Parcel Post 2-7 Days		3 Day Service
Up to \$40.99	\$ 4.30	\$ 8.60	\$ 36.00
\$ 41 to \$100.99	\$ 5.60	\$11.20	\$ 47.00
\$101 to \$200.99	\$ 6.90	\$13.80	\$ 59.00
\$201 to \$300.99	\$ 8.50	\$17.00	\$ 71.00
\$301 to \$400.99	\$10.00	\$20.00	\$ 95.00
\$401 to \$700.99	\$16.25	\$32.50	\$125.00
\$701 to \$1,000.99	\$19.25	\$38.50	\$155.00
\$1,001 and up	\$23.00	\$46.00	\$260.00
<b>Expedited Service, For Prepaid and Postpaid Orders, add to Ground Charges above</b>			<i>All international customers, including Canada, are responsible for local taxes, tariffs and customs clearance fees.</i>
3-Day		\$19.25	
2-Day		\$26.50	
1-Day		\$38.50	
1-Day Saturday (where available)		\$55.00	

### DELIVERY CHARGES FOR KERRYLIQUID

The value of KerryLiquid is not counted in the calculation of regular delivery charges in the table above. Rather, the charges below will apply to each unit of liquid ordered and will be added to those for other merchandise.

Remember, you'll get half off all Ground delivery if you prepay your order.

GROUND DELIVERY TO USA AND CANADA			
Product Code	Name	Prepaid	Postpaid
		Ground Delivery, via FedEx or Parcel Post, 2-7 Days	
KL2104	Case of four 210 hr bottles	\$ 5.65 ea.	\$11.30 ea.
KL21012*	Case of twelve 210 hr bottles	\$ 8.80 ea.	\$17.60 ea.
KL2025*	Case of twenty-five 20 hr cans	\$ 5.65 ea.	\$11.30 ea.
KL7025*	Case of twenty-five 70 hr cans	\$ 8.80 ea.	\$17.60 ea.
KL25002*	Case of two 2500 hr containers	\$13.65 ea.	\$27.30 ea.

*\* Other KerryLiquid products are simply multiples of these packages and delivery charges are computed accordingly. Additional charges apply for expedited or international delivery — please inquire.*

## TO ORDER OR CONTACT ALMY

### Phone

Mon – Fri, 9 AM – 6 PM Eastern  
USA and Canada 1.800.225.2569  
International +1.203.531.7600

### Fax

USA and Canada 1.800.426.2569  
International +1.203.531.9048

**Email** [almyaccess@almy.com](mailto:almyaccess@almy.com)

**Web** [www.almy.com](http://www.almy.com)

### SHOWROOMS

(for directions: [www.almy.com/locations.html](http://www.almy.com/locations.html))

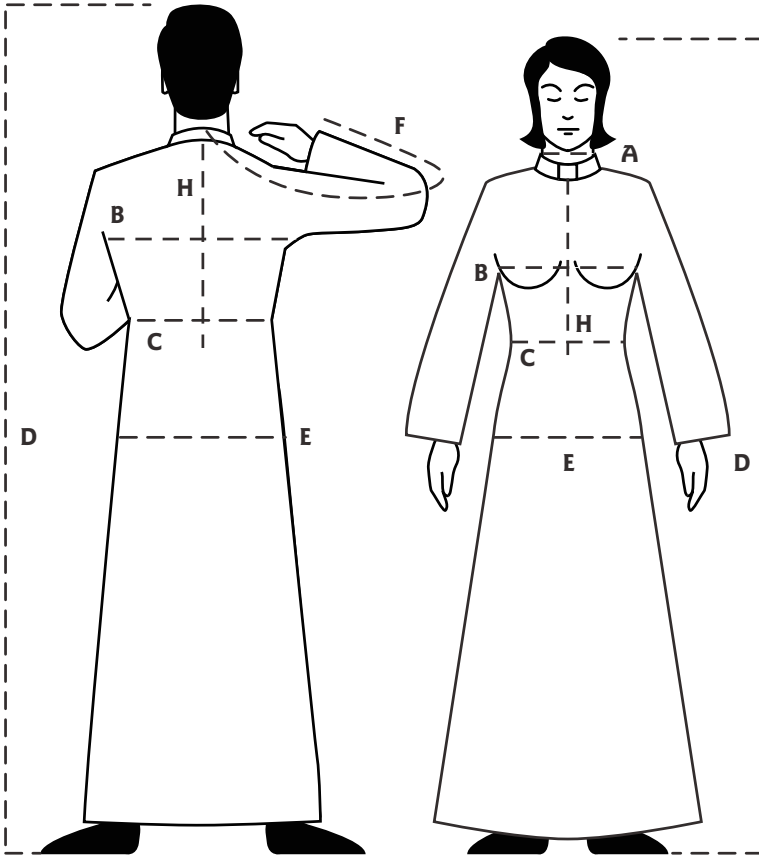
#### New York City area

228 Sound Beach Avenue,  
Old Greenwich, CT 06870  
Mon – Fri, 10 AM – 5 PM; Sat, 10 AM – 2 PM

#### Factory

133 Ruth Street, Pittsfield, ME 04967  
Mon – Fri, 8 AM – 4 PM

# ALMY MEASURING GUIDE



## PERSONAL MEASUREMENTS

For good, comfortable fit, please provide current **measured** body dimensions. Have your measurements taken by another, using the guidelines below — do not measure yourself. Almy reserves the right not to accept returns of custom-made items accurately tailored to measurements supplied by customers. We are pleased to provide complimentary measuring tapes, on request.

### A NECK

Wrap a tape measure around the base of your neck, where a shirt collar would close. Inches, to the next half inch = size.

### B CHEST/BUST

Wrap a tape measure around the fullest part of your chest, keeping the tape under arms and across shoulder blades. Wrap loosely, with a couple of fingers between tape and body. (Ladies, note that bra size is not bust size — please measure for accurate size.) Inches = size.

### C WAIST

Measure at level of bellybutton (above usual waistline, particularly for men), over a shirt. Measure “loosely”, with a couple of fingers under the tape. Inches = size.

### D HEIGHT

Stand in stocking feet with heels and back against wall. Mark height on wall and measure from mark to floor. Inches = height.

### E HIP

Measure around fullest part of hip and seat. Measure “loosely”, with a couple of fingers under the tape. Inches = size.

### F SLEEVE

Measure from center back of neck, over shoulder to wrist bone. Inches = size.

### H FRONT LENGTH

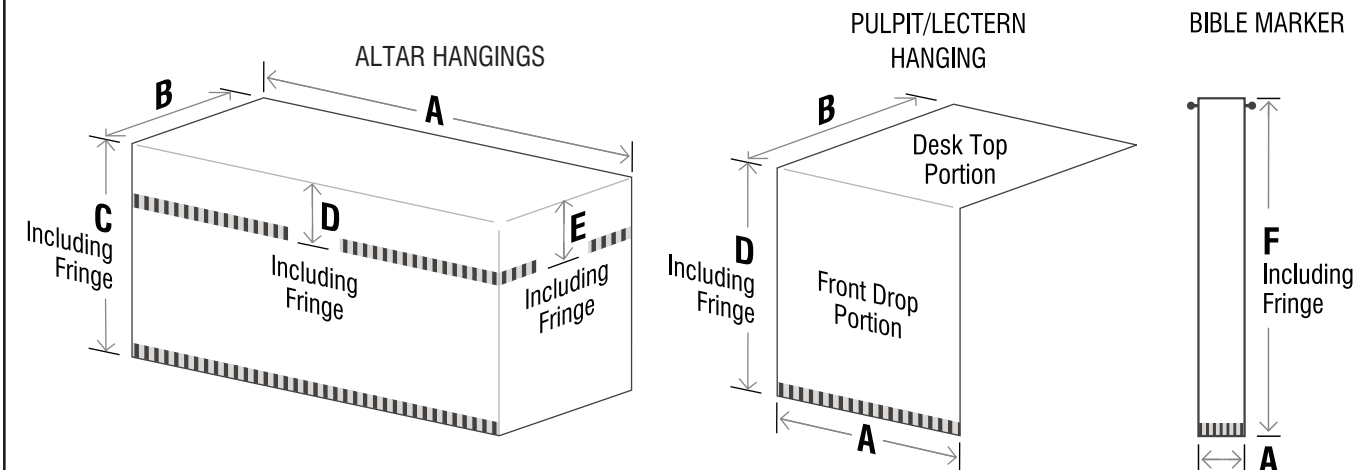
Measure from base of collar down front to the bottom of the belt line or waist. Inches = size.

## SANCTUARY FURNISHING MEASUREMENTS

Please measure your altar, pulpit and other furnishings, not existing hangings. To insure accuracy please take all measurements twice, and measure to nearest 1/4". For altar tops which are neither square nor rectangular, please send a full size pattern of altar top. Thank you.

### ALTAR HANGINGS

Give full dimensions for altar (A, B) plus measurement for front (C, D, F) and/or side drop (E) including fringe for superfrontal, altar cover, communion table runner.





<b>CUSTOMER</b> <input type="checkbox"/> Church/Institution <input type="checkbox"/> Individual Customer Number ..... Title (if individual) ..... Name ..... Mailing Address 1 ..... Mailing Address 2 ..... City ..... State ..... Zip .....	<b>DELIVER TO</b> (if different from customer mailing address): Name ..... At/Attn ..... Street ..... City ..... State ..... Zip ..... Daytime Phone ..... E-mail .....
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Person to Contact with Questions ..... Daytime Phone (    ) ..... E-Mail Address ..... Church Affiliation & Denomination ..... If Seminarian, Graduation Date & School Attending .....	<b>PAYMENT INFORMATION</b> <b>HALF-OFF Ground Delivery Charges for Prepaid Orders to USA and Canada</b> <input type="checkbox"/> CHECK ENCLOSED <input type="checkbox"/> ALMY 30-DAY CHARGE <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Card No. .... Exp. Date ..... Sec. Code ..... Name on Card .....
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**HAVE YOU MOVED RECENTLY?** If so, Please indicate old address:  
 Street .....  
 City ..... State ..... Zip .....

PRODUCT CODE	COLOR	SIZE CODE	DESCRIPTION	QTY	MEASUREMENTS								UNIT PRICE	TOTAL PRICE
					A	B	C	D	E	F	H			

MEMORIAL ENGRAVING & EMBROIDERY INFORMATION (SEE GUIDE BELOW)																					
ITEM TO BE INSCRIBED	LETTERING STYLE	WORDING: PLEASE PRINT, WE WILL DETERMINE PROPER LOCATION AND LAYOUT, OR YOU MAY SPECIFY TO INDICATE END OF LINE, USE A SLASH						QTY OF LETTERS	PRICE PER LETTER	TOTAL MEMORIAL PRICE											
70936	ROMAN	I	N	M	E	M	O	R	Y	O	F	J	O	H	N	D	O	E	17	1.00	17.00

**ITEM TO BE ENGRAVED** \_\_\_\_\_ **LOCATION** \_\_\_\_\_

<p><b>A</b> Neck  <b>B</b> Chest/Bust  <b>C</b> Waist  <b>D</b> Height  <b>E</b> Hip  <b>F</b> Sleeve  <b>H</b> Front Length</p>	MERCHANDISE AMOUNT	
	DELIVERY <i>SEE POLICY CHART, PAGE 209</i>	
	SALES TAX (ME & CT DELIVERIES ONLY)	
	ORDER SUB-TOTAL THANK YOU!	
	PRE-PAYMENT/REMITTANCE AMOUNT	
	BALANCE	

**ALTAR RAIL & PEW CUSHIONS (SEE PAGE 91 FOR INFORMATION)**

**STYLE (CIRCLE CHOICE)**

**Tufted Altar Rail Cushion**

**Tufted Pew Cushion**

Quantities

Measurements (Length X Width)

Fabric \_\_\_\_\_ Color \_\_\_\_\_

Flameproofing \_\_\_\_\_ Scotchguard Finish \_\_\_\_\_

Angled or Curved Cushions? (Please Enclose Pattern) \_\_\_\_\_

_____	X
_____	X
_____	X
_____	X
_____	X
_____	X
_____	X
_____	X

**ENGRAVING ON METALWARE APPOINTMENTS (SEE PAGE 157 FOR IMPORTANT INFORMATION)**

**Item to be Engraved** \_\_\_\_\_ **Location** \_\_\_\_\_

Wording (Please type or print clearly)

Letter Style:  Block  Roman  Old English

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Item to be Engraved** \_\_\_\_\_ **Location** \_\_\_\_\_

Wording (Please type or print clearly)

Letter Style:  Block  Roman  Old English

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**MEMORIAL PLATES (SEE PAGE 157 FOR IMPORTANT INFORMATION. FOR MORE THAN TWO ORDERS, KINDLY SEND A SEPARATE TYPEWRITTEN SHEET WITH FULL SPECIFICS.)**

**ENGRAVED PLATE**

SIZE: Width \_\_\_\_\_ Height \_\_\_\_\_

Letter Style:  Block  Roman  Old English

Engraved/Symbol \_\_\_\_\_

Engraved Border \_\_\_\_\_

Black-Filled Letters \_\_\_\_\_

Wording for Plate (please type or print)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**ENGRAVED PLATE**

SIZE: Width \_\_\_\_\_ Height \_\_\_\_\_

Letter Style:  Block  Roman  Old English

Engraved/Symbol \_\_\_\_\_

Engraved Border \_\_\_\_\_

Black-Filled Letters \_\_\_\_\_

Wording for Plate (please type or print)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



<p><b>CUSTOMER</b>    <input type="checkbox"/> Church/Institution    <input type="checkbox"/> Individual</p> <p>Customer Number .....</p> <p>Title (if individual)..... Name .....</p> <p>Mailing Address 1 .....</p> <p>Mailing Address 2 .....</p> <p>City .....State ..... Zip .....</p>	<p><b>DELIVER TO</b> (if different from customer mailing address):</p> <p>Name .....</p> <p>At/Attn .....</p> <p>Street .....</p> <p>City ..... State ..... Zip .....</p> <p>Daytime Phone ..... E-mail.....</p>
<p>Person to Contact with Questions .....</p> <p>Daytime Phone (    ) .....</p> <p>E-Mail Address .....</p> <p>Church Affiliation &amp; Denomination .....</p> <p>If Seminarian, Graduation Date &amp; School Attending .....</p>	<p><b>PAYMENT INFORMATION</b>  <b>HALF-OFF Ground Delivery Charges for Prepaid Orders to USA and Canada</b></p> <p><input type="checkbox"/> CHECK ENCLOSED    <input type="checkbox"/> ALMY 30-DAY CHARGE</p> <p><input type="checkbox"/>     <input type="checkbox"/>     <input type="checkbox"/>     <input type="checkbox"/> </p> <p>Card No. .... Exp. Date ..... Sec. Code .....</p> <p>Name on Card .....</p>
<p><b>HAVE YOU MOVED RECENTLY?</b> If so, Please indicate old address:</p> <p>Street .....</p> <p>City .....State ..... Zip .....</p>	<p><b>CARD STATEMENT ADDRESS</b></p> <p><input type="checkbox"/> Same as Customer Address    <input type="checkbox"/> Different Address (See Below)</p> <p>Mailing Address .....</p> <p>City ..... State ..... Zip.....</p> <p>Signature .....</p>

**CUSTOM & QUIK SHIP CHOIR VESTMENTS & ACCESSORIES**

**ROBES**

Prod Code	Base		Accent (if any)		Style Option (cuff, hood, sleeveless)	Size Code	QTY	Unit Price	Price
	Fabric	Color	Fabric	Color					

**STOLES & SCAPULARS**

Prod Code	Base		Accent (if any)		Reverse		Size Code	QTY	Unit Price	Price
	Fabric	Color	Fabric	Color	Fabric	Color				

**EMBROIDERED SYMBOL INSTRUCTIONS**

Prod To Embroider (from above)				Symbol Front Side		Symbol Reverse Side		Unit Price	Price
Code	Base Color	Size	QTY	Code	Color	Code	Color		

**EMBROIDERED LETTERING INSTRUCTIONS**

Prod To Embroider (from above)				Lettering			Unit Price	Price
Code	Base Color	Size	QTY	Style	Color	Text		





STEPS IN DESIGNING & ORDERING	JACOBAN FRONTAL (PAGE 53)	COMMUNION TABLE RUNNER (PAGE 57)	ALTAR COVERS (PAGE 57)	ALTAR FRONTLETS (PAGE 54)	ALTAR SCARVES (PAGE 54)
1. Fill in <b>PRODUCT CODE</b> for basic item					
2. Choose <b>STYLE</b> or <b>QUANTITY</b> (circle choice)	<b>3 SIDED</b> <b>4 SIDED</b>		<b>FRONT DROP ONLY</b> <b>3 SIDED</b> <b>4 SIDED</b>	<b>SINGLE OR PAIR</b>	<b>SINGLE OR PAIR</b>
3. <b>MEASUREMENTS</b> Use drawings below as a guide, please provide <b>exact</b> measurements for item being ordered <b>Note: Be sure to give all requested measurements so that symbol can be properly centered on "DROP" portion of hanging.</b>	A _____ IN. B _____ IN. C _____ IN.	<b>SEE NOTE</b> A _____ IN. B _____ IN. E _____ IN. E+A+E _____ IN.	<b>SEE NOTE</b> A _____ IN. B _____ IN. E _____ IN.	<b>SEE NOTE</b> A _____ IN. B _____ IN. D _____ IN.	<b>SEE NOTE</b> A _____ IN. B _____ IN. D _____ IN.
4. For free standing altars, should Almy furnish an extra 6" of altar top linen to drop behind altar & hold hanging in place?	<b>YES</b> <b>NO</b>		<b>YES</b> <b>NO</b>	<b>YES</b> <b>NO</b>	<b>YES</b> <b>NO</b>
5. Indicate <b>FABRIC</b> (see pages 60-68)					
6. State <b>COLOR</b> of item					
7. If traditional Damask (see pages 62-68) indicate <b>PATTERN</b>					
8. Choose <b>LINING COLOR</b> (circle or indicate choice)	<b>MATCHING</b> <b>GOLD</b> <b>OTHER</b> _____	<b>MATCHING</b> <b>GOLD</b> <b>OTHER</b> _____	<b>MATCHING</b> <b>GOLD</b> <b>OTHER</b> _____	<b>MATCHING</b> <b>GOLD</b> <b>OTHER</b> _____	<b>MATCHING</b> <b>GOLD</b> <b>OTHER</b> _____
9. Choose <b>FRINGE STYLE NO. &amp; COLOR</b> (pages 62-68)	<b>NO.</b> _____ <b>COLOR</b> _____	<b>NO.</b> _____ <b>COLOR</b> _____	<b>NO.</b> _____ <b>COLOR</b> _____	<b>NO.</b> _____ <b>COLOR</b> _____	<b>NO.</b> _____ <b>COLOR</b> _____
10. <b>SYMBOLS</b> (see pages 72-80 for choices, prices and Guide to Size Selection.)  A. Indicate symbol no. & size (For Contemporary Symbols 72-75, please submit color specifications if other than Gold/Silver combination) B. Select Method A or Method B (see page 78) of Applying Traditional Appliques (circle choice)	<b>FRONT DROP</b> NO. _____ SIZE _____ x _____ <b>BACK DROP</b> NO. _____ SIZE _____ x _____  METHOD: A B	<b>END DROP</b> NO. _____ SIZE _____ x _____ NO. _____ SIZE _____ x _____  METHOD: A B	<b>FRONT DROP</b> CENTER: NO. _____ SIZE _____ x _____ ENDS: NO. _____ SIZE _____ x _____ <b>BACK DROP</b> CENTER: NO. _____ SIZE _____ x _____ ENDS: NO. _____ SIZE _____ x _____  METHOD: A B	<b>FRONT DROP</b> NO. _____ SIZE _____ x _____ ENDS: NO. _____ SIZE _____ x _____  METHOD: A B APPLIED    UNAPPLIED	<b>FRONT DROP</b> NO. _____ SIZE _____ x _____ NO. _____ SIZE _____ x _____  METHOD: A B
11. <b>ORPHREY BANDINGS</b> (see pages 69-71 for choices, design suggestions, and prices) A. Indicate banding number B. State banding color C. Indicate banding arrangement for item ordered (see pages 53, 54, 57)	NO. _____  COLOR _____  ARRANGEMENT _____	NO. _____  COLOR _____  ARRANGEMENT _____		NO. _____  COLOR _____  ARRANGEMENT _____	NO. _____  COLOR _____  ARRANGEMENT _____
12. <b>MEMORIAL INSCRIPTION</b> for this item? If "Yes", specify wording below.					

**MEMORIAL INSCRIPTION**

ITEM: \_\_\_\_\_

COLOR: GOLD RED OTHER \_\_\_\_\_

WORDING: \_\_\_\_\_

\_\_\_\_\_

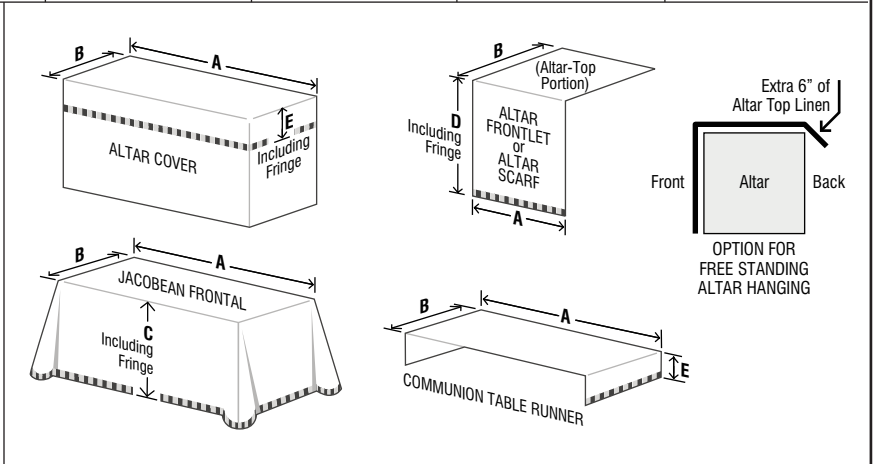
\_\_\_\_\_

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\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_





**CUSTOMER**  Church/Institution  Individual

Customer Number .....

Title (if individual)..... Name .....

Mailing Address 1 .....

Mailing Address 2 .....

City .....State ..... Zip .....

**DELIVER TO** (if different from customer mailing address):

Name .....

At/Attn .....

Street .....

City ..... State ..... Zip .....

Daytime Phone ..... E-mail .....

Person to Contact with Questions .....

Daytime Phone ( ) .....

E-Mail Address .....

Church Affiliation & Denomination .....

If Seminarian, Graduation Date & School Attending .....

**PAYMENT INFORMATION**  
**HALF-OFF Ground Delivery Charges for Prepaid Orders to USA and Canada**

CHECK ENCLOSED  ALMY 30-DAY CHARGE

Card No. .... Exp. Date ..... Sec. Code .....

Name on Card .....

**HAVE YOU MOVED RECENTLY?** If so, Please indicate old address:

Street .....

City .....State ..... Zip .....

**CARD STATEMENT ADDRESS**

Same as Customer Address  Different Address (See Below)

Mailing Address .....

City ..... State ..... Zip .....

Signature .....

**STEPS IN DESIGNING & ORDERING FULL FRONTAL (PAGE 55)**

1. Fill in <b>PRODUCT CODE</b> for basic item	
2. Choose <b>STYLE</b> (circle choice)	<b>STYLE 1 2 3</b>
3. <b>MEASUREMENTS</b> Use drawings below as a guide, please provide <b>exact</b> measurements for item being ordered.  <i>NOTE: be sure to give all requested measurements so symbol can be properly centered on "Drop" portion of hanging.</i>	<b>SEE NOTE</b> A ..... IN. B ..... IN. C ..... IN. <b>FOR STYLES 2&amp;3</b> D ..... IN.
4. <b>FOR FREE-STANDING ALTARS</b> , should almy furnish an extra 6" of altar top linen to drop behind altar and hold hanging in place?	<b>YES NO</b>
5. Indicate <b>FABRIC</b> (see pages 60-68)	
6. Indicate <b>COLOR</b>	
7. If traditional Damask indicate <b>PATTERN</b> (pages 62-68)	
8. Choose <b>LINING COLOR</b> (circle or indicate choice)	<b>MATCHING GOLD OTHER</b>
9. Choose <b>FRINGE STYLE NO. &amp; COLOR</b> (pages 62-68)	<b>Color</b>

- 10. SYMBOLS** (see pages 72-80 for symbol choices and prices. guide to size selection)
- A. Indicate symbol no. & size (for contemporary symbols 72-75 please submit color specifications if other than gold/silver combination).
- B. Select Method A or Method B (see page 78) of applying Traditional Appliques (circle choice)
- 11. ORPHREY BANDINGS** (see pages 69-71 for choices, design suggestions, and prices)
- A. Indicate banding number
- B. State banding color
- C. Indicate banding arrangement for item ordered (see page 55)
- 12. MEMORIAL INSCRIPTION** for this item?  
If "yes", specify wording on reverse side of page.

**FULL FRONTAL CENTER:**

NO. ....

SIZE ..... X .....

**SUPERFRONTAL (STYLES 2&3) CENTER:**

NO. ....

SIZE ..... X .....

**ENDS:**

NO. ....

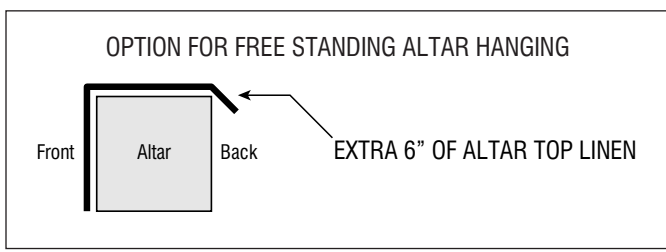
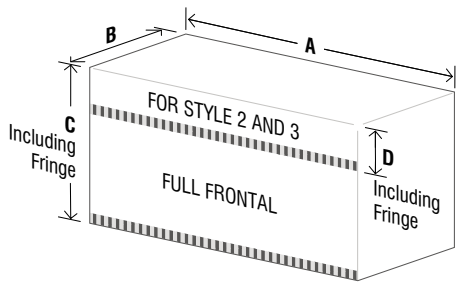
SIZE ..... X .....

**METHOD: A OR B**

NO. ....

**COLOR** .....

**ARRANGEMENT** .....



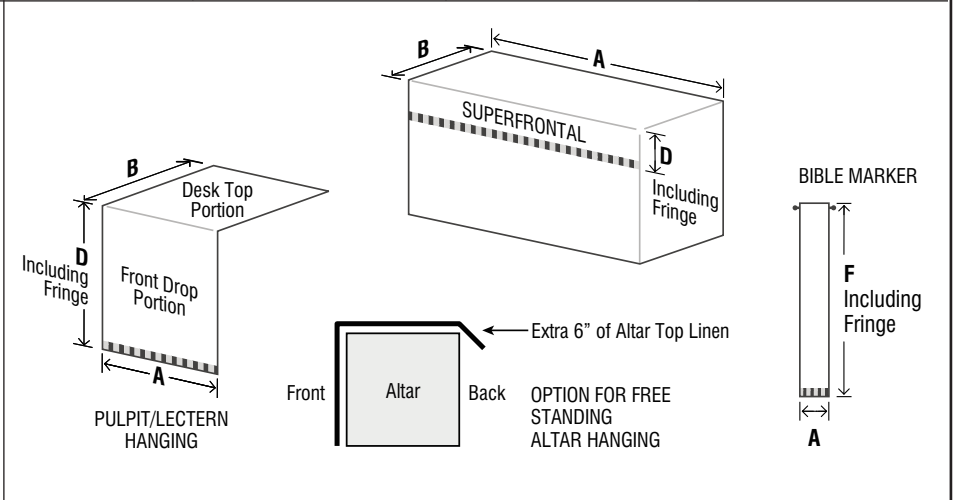
STEPS IN DESIGNING & ORDERING	SUPERFRONTAL (PAGE 53)	PULPIT HANGING (PAGE 56)	LECTERN HANGING (PAGE 56)	BIBLE MARKER (PAGE 56)
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1. Fill in <b>PRODUCT CODE</b> for basic item				
2. Choose <b>QUANTITY</b> (circle choice)				<b>SINGLE OR PAIR</b>
3. <b>MEASUREMENTS</b> Use drawings below as a guide, please provide <b>exact</b> measurements for item being ordered  <i><b>NOTE: Be sure to give all requested measurements so that symbol can be properly centered on "DROP" portion of hanging.</b></i>	<b>SEE NOTE</b> A _____ IN. B _____ IN. D _____ IN.	<b>SEE NOTE</b> A _____ IN. B _____ IN. D _____ IN. B+D _____ IN.	<b>SEE NOTE</b> A _____ IN. B _____ IN. D _____ IN. B+D _____ IN.	<b>STANDARD IS 4"x36"</b> IF OTHER SIZE IS DESIRED, STATE: A _____ IN. F _____ IN.
4. <b>FOR FREE STANDING ALTARS</b> , should Almy furnish an extra 6" of altar top linen to drop behind altar & hold hanging in place?	<b>YES</b> <b>NO</b>			
5. Indicate <b>FABRIC</b> (see pages 60–68)				
6. State <b>COLOR</b> of item				
7. If traditional Damask (pages 62–68) indicate <b>PATTERN</b>				
8. Choose <b>LINING COLOR</b> (circle or indicate choice)	<b>MATCHING</b> <b>GOLD</b> OTHER _____	<b>MATCHING</b> <b>GOLD</b> OTHER _____	<b>MATCHING</b> <b>GOLD</b> OTHER _____	<b>MATCHING</b> <b>GOLD</b> OTHER _____
9. Choose <b>FRINGE STYLE NO. &amp; COLOR</b> (pages 62–68)	COLOR _____	COLOR _____	COLOR _____	COLOR _____
10. <b>SYMBOLS</b> (see pages 72–80 for choices, prices, and Guide to Size Selection). <b>A.</b> Indicate symbol no. & size (For Contemporary Symbols 72–75, please submit color specifications if other than Gold/Silver combination) <b>B.</b> Select Method A or Method B (see page 78) of Applying Traditional Appliques (circle choice)	<b>CENTER</b> NO. _____ SIZE _____ x _____  <b>ENDS</b> NO. _____ SIZE _____ x _____  METHOD: A B	NO. _____ SIZE _____ x _____  METHOD: A B	NO. _____ SIZE _____ x _____  METHOD: A B	NO. _____ SIZE _____ x _____  METHOD: A B
11. <b>ORPHREY BANDINGS</b> (see pages 69–71 for choices, design suggestions and prices) <b>A.</b> Indicate banding number <b>B.</b> State banding color <b>C.</b> Indicate banding arrangement for item ordered (see pages 53 and 56)	NO. _____ COLOR _____ ARRANGEMENT _____	NO. _____ COLOR _____ ARRANGEMENT _____	NO. _____ COLOR _____ ARRANGEMENT _____	NO. _____ COLOR _____ ARRANGEMENT _____
12. <b>Memorial Inscription</b> for this item? If "Yes", specify wording below				

**MEMORIAL INSCRIPTION**  
ITEM: \_\_\_\_\_

**COLOR:** GOLD RED OTHER \_\_\_\_\_

**WORDING:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_





STEPS IN DESIGNING & ORDERING	CHASUBLE (PAGE 51)	DALMATIC (PAGE 52)	STOLE (PAGES 51, 52)	MANIPLE (PAGE 51)	BURSE & VEIL (PAGE 58)
1. Fill in <b>PRODUCT CODE</b> for basic item					
2. <b>STYLE</b> and <b>SIZE</b> information (circle choice) A. Style of chasuble (page 51) dalmatic (page 52), stoles (pages 51, 52) and burse (page 58) B. Size of chasuble or dalmatic (pages 51, 52)	<p style="text-align: center;"><b>CHASUBLE</b></p> <p><b>GOTHIC</b>      <b>EUROPEAN</b></p> <p><b>SMALL</b>      <b>SMALL</b> <b>MEDIUM</b>      <b>MEDIUM</b> <b>LARGE</b>      <b>LARGE</b> <b>AMPLE</b></p>	<p style="text-align: center;"><b>DALMATIC</b></p> <p><b>RND COLLAR</b>      <b>SQR COLLAR</b></p> <p><b>X-SMALL</b>      <b>X-SMALL</b> <b>SMALL</b>      <b>SMALL</b> <b>MEDIUM</b>      <b>MEDIUM</b> <b>LARGE</b>      <b>LARGE</b></p>	<p style="text-align: center;"><b>EUCCHARISTIC STOLE</b> (FOR CHASUABLE, SEE PAGE 51)</p> <p style="text-align: center;"><b>DEACON STOLE</b> (FOR DALMATIC, SEE PAGE 52)</p>		<b>BOOK BELLOWS</b>
3. Indicate <b>FABRIC</b> (see pages 60–68).					
4. State <b>COLOR</b> of item					
5. If traditional Damask (pages 62–68) indicate <b>PATTERN</b>					
6. Choose <b>LINING COLOR</b> (circle or indicate choice) A. Burse only (circle choice)	<p><b>MATCHING</b>      <b>GOLD</b> <b>OTHER</b> _____</p>	<p><b>MATCHING</b>      <b>GOLD</b> <b>OTHER</b> _____</p>	<p><b>MATCHING</b>      <b>GOLD</b> <b>OTHER</b> _____</p>	<p><b>MATCHING</b>      <b>GOLD</b> <b>OTHER</b> _____</p>	<p><b>MATCHING</b>      <b>GOLD</b> <b>OTHER</b> _____</p> <p style="text-align: center;"><b>WHITE LINEN</b> <b>OR AS ABOVE</b></p>
7. <b>TRIMMING INFORMATION</b> A. Fringe or tassel sytle no. & color (pages 62–68) for stole/maniple B. Cording color (pages 62–68) for burse & veil			<p><b>NO.</b> _____ <b>COLOR</b> _____</p>	<p><b>NO.</b> _____ <b>COLOR</b> _____</p>	<p><b>MATCHING</b>      <b>GOLD</b> <b>OTHER</b> _____</p>
8. <b>SYMBOLS</b> (see pages 72–80 for choices, prices, and Guide to Size Selection). A. Indicate symbol no. & size (For Contemporary Symbols 72–75, please submit color specifications if other than Gold/Silver combination) B. Select Method A or Method B (see page 78) of Applying Traditional Appliques (circle choice)  <b>VESICA</b> (see page 81)	<p style="text-align: center;"><b>FRONT</b></p> <p><b>NO.</b> _____ <b>SIZE</b> _____ x _____</p> <p style="text-align: center;"><b>BACK</b></p> <p><b>NO.</b> _____ <b>SIZE</b> _____ x _____</p> <p style="text-align: center;"><b>METHOD: A B</b></p> <p><b>VESSICA NO.</b> _____ <b>COLOR</b> _____ <b>FABRIC</b> _____</p>	<p style="text-align: center;"><b>FRONT</b></p> <p><b>NO.</b> _____ <b>SIZE</b> _____ x _____</p> <p style="text-align: center;"><b>BACK</b></p> <p><b>NO.</b> _____ <b>SIZE</b> _____ x _____</p> <p style="text-align: center;"><b>METHOD: A B</b></p>	<p><b>NO.</b> _____ <b>SIZE</b> _____ x _____</p> <p><b>NO.</b> _____ <b>SIZE</b> _____ x _____</p> <p style="text-align: center;"><b>METHOD: A B</b></p>	<p><b>NO.</b> _____ <b>SIZE</b> _____ x _____</p> <p><b>NO.</b> _____ <b>SIZE</b> _____ x _____</p> <p style="text-align: center;"><b>METHOD: A B</b></p>	<p style="text-align: center;"><b>BURSE</b></p> <p><b>NO.</b> _____ <b>SIZE</b> _____ x _____</p> <p style="text-align: center;"><b>VEIL</b></p> <p><b>NO.</b> _____ <b>SIZE</b> _____ x _____</p> <p style="text-align: center;"><b>METHOD: A B</b></p>
9. <b>ORPHREY BANDINGS</b> (see pages 69–71 for choices, design suggestions and prices). A. Indicate banding number B. State banding color C. Indicate banding arrangement for item, ordered (see pages 51, 52 and 58).	<p><b>NO.</b> _____ <b>COLOR</b> _____ <b>ARRANGEMENT</b> _____</p>	<p><b>NO.</b> _____ <b>COLOR</b> _____ <b>ARRANGEMENT</b> _____</p>	<p><b>NO.</b> _____ <b>COLOR</b> _____ <b>ARRANGEMENT</b> _____</p>	<p><b>NO.</b> _____ <b>COLOR</b> _____ <b>ARRANGEMENT</b> _____</p>	<p><b>NO.</b> _____ <b>COLOR</b> _____ <b>ARRANGEMENT</b> _____</p>
10. <b>MEASUREMENTS</b> for dimensions other than standard, please provide requested information.	<p style="text-align: center;"><b>BACK LENGTH</b></p> <p>_____ <b>IN.</b></p> <p style="text-align: center;"><b>WIDTH</b></p> <p>_____ <b>IN.</b></p>	<p style="text-align: center;"><b>BACK LENGTH</b></p> <p>_____ <b>IN.</b></p> <p style="text-align: center;"><b>WIDTH</b></p> <p>_____ <b>IN.</b></p>	<p style="text-align: center;"><b>LENGTH EACH SIDE</b></p> <p>_____ <b>IN.</b></p> <p style="text-align: center;"><b>WIDTH</b></p> <p>_____ <b>IN.</b></p>	<p style="text-align: center;"><b>LENGTH EACH SIDE</b></p> <p>_____ <b>IN.</b></p> <p style="text-align: center;"><b>WIDTH</b></p> <p>_____ <b>IN.</b></p>	<p><b>BURSE</b> STD 9"X9" _____ x _____</p> <p><b>VEIL</b> STD 24"X24" _____ x _____</p>
11. <b>MEMORIAL INSCRIPTION</b> for this item? If "Yes", specify wording below					
<p><b>MEMORIAL INSCRIPTION</b>      <b>WORDING:</b> _____</p> <p><b>ITEM:</b> _____</p> <p><b>COLOR:</b> GOLD RED OTHER _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>					



<b>CUSTOMER</b> <input type="checkbox"/> Church/Institution <input type="checkbox"/> Individual Customer Number ..... Title (if individual)..... Name ..... Mailing Address 1 ..... Mailing Address 2 ..... City ..... State ..... Zip .....	<b>DELIVER TO</b> (if different from customer mailing address): Name ..... At/Attn ..... Street ..... City ..... State ..... Zip ..... Daytime Phone ..... E-mail .....
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Person to Contact with Questions ..... Daytime Phone (    ) ..... E-Mail Address ..... Church Affiliation & Denomination ..... If Seminarian, Graduation Date & School Attending .....	<b>PAYMENT INFORMATION</b> <b>HALF-OFF Ground Delivery Charges for Prepaid Orders to USA and Canada</b> <input type="checkbox"/> CHECK ENCLOSED <input type="checkbox"/> ALMY 30-DAY CHARGE <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Card No. .... Exp. Date ..... Sec. Code ..... Name on Card .....
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<b>HAVE YOU MOVED RECENTLY?</b> If so, Please indicate old address: Street ..... City ..... State ..... Zip .....	<b>CARD STATEMENT ADDRESS</b> <input type="checkbox"/> Same as Customer Address <input type="checkbox"/> Different Address (See Below) Mailing Address ..... City ..... State ..... Zip ..... Signature .....
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**COORDINATED SANCTUARY SETS (PAGES 2-27)**

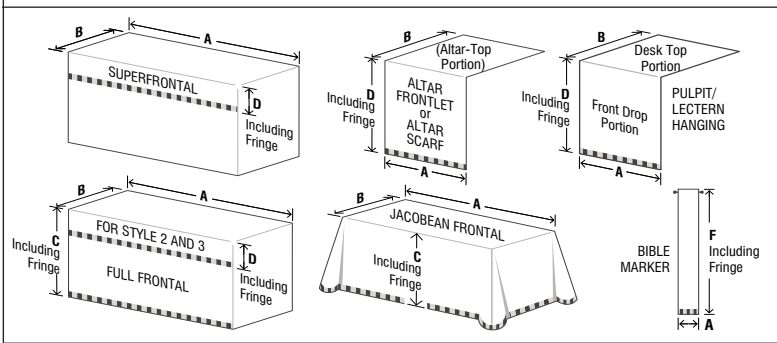
PRODUCT CODE	ALMY USE	SIZE	QTY	DESCRIPTION	FABRIC	MEASUREMENTS					UNIT PRICE	TOTAL PRICE
						A	B	C	D	F		

FOR HANGINGS FOR FREESTANDING ALTARS, SHOULD ALMY FURNISH AN EXTRA 6" OF ALTAR TOP LINEN TO DROP BEHIND ALTAR AND HOLD HANGINGS IN PLACE?     YES     NO

**MEMORIAL EMBROIDERY INFORMATION (SEE GUIDE BELOW)**

ITEM TO BE INSCRIBED	WORDING: PLEASE PRINT, WE WILL DETERMINE PROPER LOCATION AND LAYOUT, OR YOU MAY SPECIFY TO INDICATE END OF LINE, USE A SLASH						QTY OF LETTERS	PRICE PER LETTER	TOTAL MEMORIAL PRICE														
	I	N	M	E	M	O																	
5126	I	N	M	E	M	O	R	Y	I	O	F	I	J	O	H	N	D	O	E	17	1.00	17.00	

**ITEM TO BE EMBROIDERED** \_\_\_\_\_ **LOCATION** \_\_\_\_\_







Merchandise Amount	
Delivery <i>SEE POLICY CHART ON PAGE 209</i>	
Sales Tax (ME & CT deliveries only)	
Order Sub-Total Thank You!	
Pre-payment/remittance amount	
BALANCE	

STEPS IN DESIGNING & ORDERING	COPE (PAGE 49)	MITER (PAGE 48)	HUMERAL VEIL (PAGE 48)	FUNERAL PALL (PAGE 59)	ALTAR PILLOW (PAGE 141)												
1. Fill in <b>PRODUCT CODE</b> if available																	
2. Choose <b>STYLE</b> (circle choice)	<b>SONORA</b> <b>GOTHIC</b> <b>CATHEDRAL</b>	<b>LINEN</b>  <b>ORNAMENTED</b>		<b>ROUND CORNERS</b>  <b>SQUARE CORNERS</b>													
3. Indicate <b>FABRIC</b> (see pages 60–68)																	
4. State <b>COLOR</b> of item																	
5. If traditional Damask (pages 62–68) indicate <b>PATTERN</b>																	
6. Choose <b>LINING COLOR</b> (circle or indicate choice)	<b>MATCHING GOLD</b> <b>OTHER _____</b>	<b>MATCHING GOLD</b> <b>OTHER _____</b>	<b>MATCHING GOLD</b> <b>OTHER _____</b>	<b>MATCHING GOLD</b> <b>OTHER _____</b>													
<b>7. TRIMMING INFORMATION</b> <b>A.</b> Fringe and/or tassel, style no. & color (pages 62–68) for cope, miter. <b>B.</b> Cording or galloon style no. & color (pages 62–68) for pall, pillows.	<b>FRINGE</b> <b>NO. _____</b> <b>COLOR _____</b> <b>TASSEL</b> <b>NO. _____</b> <b>COLOR _____</b>	<b>FRINGE FOR LAPPETS</b> <b>NO. _____</b>  <b>COLOR _____</b>		<b>GALLOON</b> <b>NO. _____</b>  <b>COLOR _____</b>	<b>TASSELS</b> <b>NO. _____</b> <b>COLOR _____</b> <b>CORDING</b> <b>NO. _____</b> <b>COLOR _____</b>												
<b>8. SYMBOLS</b> (see pages 72–80 for symbol choices, prices, and guide to size and selection). <b>A.</b> Indicate symbol no. & size (for contemporary symbols 72–75, please submit color specifications if other than gold/silver combination) <b>B.</b> Select Method A or Method B (see page 78) of Applying Traditional Appliques (circle choice) <b>C.</b> Specify vesica shape & color for cope or pall (see page 81)	<b>NO. _____</b> <b>SIZE _____ X _____</b> <b>METHOD: A OR B</b>  <b>VESICA</b> <b>NO. _____</b> <b>COLOR _____</b> <b>FABRIC _____</b>		<b>NO. _____</b> <b>SIZE _____ X _____</b> <b>METHOD: A OR B</b>	<b>NO. _____</b> <b>SIZE _____ X _____</b> <b>METHOD: A OR B</b>  <b>VESICA</b> <b>NO. _____</b> <b>COLOR _____</b> <b>FABRIC _____</b>													
<b>9. ORPHREY BANDINGS</b> (see pages 69–71 for choices, design suggestions, and prices) <b>A.</b> Indicate banding number <b>B.</b> State banding color <b>C.</b> Indicate banding arrangement for item ordered (see pages 48, 49 and 59)  <b>NOTE: Cope hood is often made to match orphrey banding. if you prefer other material and color, please specify</b>	<b>FRONT ORPHERY</b> <b>NO. _____</b> <b>COLOR _____</b>  <b>HOOD (IF DIFFERENT FROM FRONT ORPHERY)</b> <b>FABRIC _____</b> <b>COLOR _____</b>	<b>NO. _____</b> <b>COLOR _____</b>  <b>MATCHING BANDING ON LAPPETS?</b> <b>YES            NO</b>	<b>NO. _____</b> <b>COLOR _____</b>  <b>ARRANGEMENT _____</b>	<b>NO. _____</b> <b>COLOR _____</b>  <b>ARRANGEMENT _____</b>													
<b>10. MEASUREMENTS</b> please provide all information requested	<b>CHEST _____ IN.</b> <b>HEIGHT * _____ IN.</b>  <i>*COPE WILL BE MADE TO FALL 3" FROM FLOOR</i>	<b>LOW – 8" HIGH</b> <b>MEDIUM – 10" HIGH</b> <b>HIGH – 11" HIGH</b>  <b>HEAD CIRCUMFERENCE _____ IN.</b>	<b>STANDARD:</b> 24" X 108" <b>OTHER _____ X _____</b>	<b>URN PALL</b> 26" X 26" <b>FUNERAL PALL</b> 9' X 5' 10' X 6' 11' X 7' <b>OTHER _____ X _____</b>	<b>STANDARD</b> 14" X 19"  <b>OTHER _____ X _____</b>												
<b>11. MEMORIAL INSCRIPTION</b> for this item? if yes, specify wording below																	
<table border="0" style="width: 100%;"> <tr> <td style="width: 30%;"><b>MEMORIAL INSCRIPTION</b></td> <td><b>WORDING:</b> _____</td> </tr> <tr> <td><b>ITEM:</b> _____</td> <td>_____</td> </tr> <tr> <td><b>COLOR:</b> GOLD RED OTHER _____</td> <td>_____</td> </tr> <tr> <td></td> <td>_____</td> </tr> <tr> <td></td> <td>_____</td> </tr> <tr> <td></td> <td>_____</td> </tr> </table>						<b>MEMORIAL INSCRIPTION</b>	<b>WORDING:</b> _____	<b>ITEM:</b> _____	_____	<b>COLOR:</b> GOLD RED OTHER _____	_____		_____		_____		_____
<b>MEMORIAL INSCRIPTION</b>	<b>WORDING:</b> _____																
<b>ITEM:</b> _____	_____																
<b>COLOR:</b> GOLD RED OTHER _____	_____																
	_____																
	_____																
	_____																



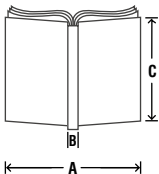
<b>CUSTOMER</b> <input type="checkbox"/> Church/Institution <input type="checkbox"/> Individual Customer Number ..... Title (if individual)..... Name ..... Mailing Address 1 ..... Mailing Address 2 ..... City ..... State ..... Zip .....	<b>DELIVER TO</b> (if different from customer mailing address): Name ..... At/Attn ..... Street ..... City ..... State ..... Zip ..... Daytime Phone ..... E-mail .....
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Person to Contact with Questions ..... Daytime Phone (    ) ..... E-Mail Address ..... Church Affiliation & Denomination ..... If Seminarian, Graduation Date & School Attending ..... .....	<b>PAYMENT INFORMATION</b> <b>HALF-OFF Ground Delivery Charges for Prepaid Orders to USA and Canada</b> <input type="checkbox"/> CHECK ENCLOSED <input type="checkbox"/> ALMY 30-DAY CHARGE <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  Card No. .... Exp. Date ..... Sec. Code ..... Name on Card .....
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<b>HAVE YOU MOVED RECENTLY?</b> If so, Please indicate old address: Street ..... City ..... State ..... Zip .....	<b>CARD STATEMENT ADDRESS</b> <input type="checkbox"/> Same as Customer Address <input type="checkbox"/> Different Address (See Below) Mailing Address ..... City ..... State ..... Zip ..... Signature .....
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<b>STEPS IN DESIGNING &amp; ORDERING</b>	<b>BOOK COVERS (PAGE 58)</b>
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1. Fill in <b>PRODUCT CODE</b> for basic item	
2. Available <b>FINISHED</b> only	
3. Choose <b>QUANTITY</b>	
4. Indicate <b>FABRIC</b> (see pages 60-68)	
5. State <b>COLOR</b> of item	
6. If traditional Damask (page 62-68) indicate <b>PATTERN</b>	
7. <b>SYMBOLS</b> (see pages 72-80 for choices, prices and Guide to Size Selection). <b>A.</b> Indicate symbol no. & size (For Contemporary Symbols 72-75, please submit color specifications if other than Gold/Silver combination) <b>B.</b> Select Method A or Method B (see page 78) of Applying Traditional Appliques (circle choice)	NO. _____ SIZE _____ x _____ METHOD:    A    B
8. <b>ORPHREY BANDINGS</b> (see pages 69-71 for choices, design suggestions and prices) <b>A.</b> Indicate banding number <b>B.</b> State banding color <b>C.</b> Indicate banding arrangement for item ordered (see pages 58)	NO. _____ COLOR _____ ARRANGEMENT _____

9. <b>MEMORIAL INSCRIPTION</b> for this item? <b>YES    NO</b> <b>COLOR:</b> GOLD RED OTHER _____ <b>WORDING:</b> _____ _____ _____ _____	10. <b>MEASUREMENTS</b> (circle one) <b>EPISCOPAL GOSPEL BOOK    CATHOLIC GOSPEL BOOK    LUTHERAN LECTIONARY</b> <b>OTHER - please specify:</b> _____  <b>A:</b> _____ <b>B:</b> _____ <b>C:</b> _____
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