



# CM ALMY

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## INSTRUCTIONS

### FOR ATTACHING AND WEARING NECKBAND COLLARS

- 1** Insert collar buttons in the button holes in shirt neckband. Wide, flat portion of button should be near the neck.
- 2** Put on shirt and button all regular buttons.
- 3** Close the neckband of the shirts by placing buttonhole of “outside” side of shirt onto collar button. Shirt should be completely buttoned and small end of collar buttons should be protruding from shirt neckband at front and back.
- 4** Attach clerical collar to front of shirt. Place thumb of one hand behind collar button (between neck and wide, flat part of collar button). With other hand, hold collar’s inner band near the button hole, bring to the small part of the collar button, align and press against collar button until button passes through the button hole in collar.
- 5** Close collar at back of shirt. Align button hole in right side of collar with the collar button at the back of your neck and press until button passes through hole. Then repeat with left side of collar.