



1125 West Walnut Street | Albany, IN 47320  
 phone 1-800-775-4829 | fax 765-789-4664  
 International +1-765-789-4829  
 Visit us on the web! [www.rivars.com](http://www.rivars.com)

**PLEASE PRINT CLEARLY OR TYPE**

Please provide all the information requested on this form to ensure your order will be processed without delay.

Salesperson: \_\_\_\_\_ Date Ordered: \_\_\_\_\_

Requested Delivery Date: \_\_\_\_\_ Performance Date: \_\_\_\_\_

All efforts will be made to meet your requested dates; however, you must **allow at least 6-8 weeks** for your custom order to be produced.

**BILL TO:**

School/Organization \_\_\_\_\_  
 Contact Person \_\_\_\_\_  
 Street Address \_\_\_\_\_  
 City ( ) State Zip \_\_\_\_\_  
 Daytime Phone ( ) Fax \_\_\_\_\_  
 Home Phone \_\_\_\_\_  
 Email \_\_\_\_\_

**SHIP TO:**

School/Organization \_\_\_\_\_  
 Contact Person \_\_\_\_\_  
 Street Address \_\_\_\_\_  
 City ( ) State Zip \_\_\_\_\_  
 Daytime Phone \_\_\_\_\_  
**Shipping To:** Residence Non-Residence  
**Shipping Preference:** (See Shipping & Handling below for rates)  
Ground 3 Day 2<sup>nd</sup> Day Air  
Next Day Air Pick Up at our facility in Albany, IN

**PAYMENT METHOD:** (Please choose one)

- Prepayment in full** (Check, Credit Card, Money Order). We accept VISA, MasterCard, Discover and American Express. Be sure to include the name as it appears on the credit card, expiration date, security code and complete billing address of cardholder.
- 50% deposit with balance paid in full prior to shipment.**
- Purchase Order for full amount to start process, 50% deposit prior to shipment.** Balance due upon receipt.  
 \*\*A complete and signed Purchase Order is required for orders not prepaid. If deposit presents a problem, please call our accounting department to make arrangements. *A NSF fee of \$35.00 will be charged for any check returned for insufficient funds.*

**Credit Card Information:**

VISA  MasterCard  American Express  Discover

Credit Card Number \_\_\_\_\_  
 Expiration Date \_\_\_\_\_ Security Code \_\_\_\_\_  
 Name (as it appears on the Credit Card) \_\_\_\_\_  
 Cardholder's Billing Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**APPAREL ORDER**

Please list color and fabric choice.  
 (Example: Bodice — Red Showstopper Babydot.)

Please include item type (skirt, vest, jacket) and information about trim or other finishing.

Quantity	Style Number	Fabric/Color	Garment Description	Unit Price	Item Total

A signature is required to verify this order form is complete and correct.  
**Verified By:** \_\_\_\_\_  
**By Signing:** I have read and agree to Rivar's Inc. printed policies, and confirm that all information provided is complete and correct.  
 Custom garment orders will not be put into production until we have received proper payment (including a signed P.O.) complete sizing information and Order Confirmation.

**Shipping & Handling Charges**

**Ground:** 7% of order total (\$15.00 minimum).  
**3 Day:** 8% of order total (\$20.00 minimum).  
**2<sup>nd</sup> Day Air:** 9% of order total (\$25.00 minimum).  
**Next Day Air:** 15% of order total (\$40.00 minimum).  
 Above rates apply to continental USA only for standard business day delivery. All duties and taxes on shipments outside the United States are the customer's responsibility and will be collected upon delivery.  
**Alaska, Hawaii and Canada Ground Service:** 9% of order total (\$20.00 minimum).  
**International Shipments Global (5-10 business days):** 20% of order total (\$50.00 minimum).  
**\*Sales Tax** Indiana residents add 7% sales tax or provide an Indiana tax exempt certificate.

Sub-Total	
Shipping & Handling	
Sales Tax*	
<b>Order Total</b>	
Deposit	
Balance	

Revised 2011

# Women's Sizing Information

Name of School/Organization \_\_\_\_\_

Please choose hem type for dress/skirt:  
 Fishline    Machine Stitched (1")  
 Rolled    Horsehair

Please print or type.

Please print or type.		Dresses		Skirts		Separates	Special Notes	Other	
Style# ▶									
Sizing Garment # Used ▶									
Last Name	First Initial	Bodice Size	Hem Length	Size	Hem Length	Size		Briefs	Tights
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
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19									
20									
21									
22									
23									
24									
25									
26									
27									
28									
29									
30									
Made-To-Measure Information		Bust	Waist	Hip	N-T-W	Mid-Section	Hem Length	Other Information	
1									
2									

**\*\*Please note: Rivar's Inc. sizing garments are provided for most women's styles. Individual measurements will only be accepted on made-to-measure garments. Please make a copy of this form for your records.**

# Men's

## Sizing Information

Name of School/Organization \_\_\_\_\_

Please print or type.

Please print or type.		Suit/Tux Coat		Shirt			Pant		Vest		Other
Style# ▶											
Sizing Garment # Used ▶											
Last Name	First Initial	Size	Length Reg-Long	Size	Neck	Sleeve	Size	Waist	Size	Length	
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											
11											
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26											
27											
28											
29											
30											
Made-To-Measure Information		Chest	Waist	Mid-Section	N-T-W	Neck	Sleeve	Other Information			
1											
2											

**\*\*Please note: Rivar's Inc. sizing garments are provided for most men's suits, vests and other selected men's items.**

Please make a copy of this form for your records.

# Women's Sizing Information

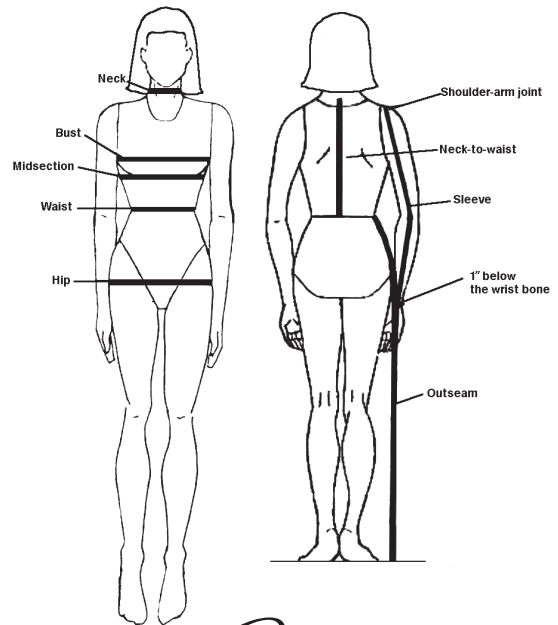
## Sizing Instructions

**Please read all sizing information carefully.** Rivar's, Inc. sizing garments are provided to serve as a general guide to assist in the sizing process and are available for most custom garment styles. They are not intended for exact sizing specifications. Sizes may vary slightly in finished garments based on fabric and style choices, and some alterations are to be expected. Rivar's, Inc. is not responsible for size variations and does not provide custom alterations. Please contact your account manager immediately if you have questions regarding the proper use of Rivar's, Inc. sizing garments or if you need any assistance to complete your sizing.

### Helpful Sizing Hints:

1. We recommend designating one person to be responsible for the sizing process.
2. Choose the Rivar's, Inc. sizing garment that fits most comfortably. We recommend trying several sizes to determine the best fit.
  - a. Be sure to wear appropriate undergarments. Trying on sizing garments over street clothing WILL change the fit of the finished garment dramatically.
  - b. Sizing garment should not fit too tightly. You should be able to raise and lower your arms comfortably.
  - c. For bodies that are difficult to fit, please contact your Rivar's account manager. Additional fitting instructions may be available.
  - d. Rivar's, Inc. sizes may NOT coincide with standard retail sizes.
3. Please measure hem lengths for all dress styles from the underarm seam of the sizing garment. Measure from the natural waist for separate skirts.
4. Refer to Women's and Men's Measurement Instructions if an individual is outside of our size range. Refer to sizing charts for styles that do not require sizing garments.
5. Submit your sizing information on Rivar's, Inc. sizing sheets provided. A signed order form must accompany your complete sizing information BEFORE your order will be processed.
6. If you have any questions at any time during the sizing process, please call your Rivar's, Inc. account manager. Since custom-made garments are non-returnable, the sizing process is critical. We are happy to assist you in any way!

**Questions?** We will be glad to answer any questions. Call us at 800-775-4829. Weekdays, 8:00 a.m. to 5:00 p.m. Eastern time.



## Women's Measurements

Specific measurements are only needed for Made-To-Measure garments and selected styles.

**Neck:** Measure the circumference of the center of the neck.

**Neck-To-Waist:** Start at the bone at the base of the neck that protrudes when you tilt the head forward, and measure straight down the back to the natural waist (at the navel).

**Sleeve:** The arm should be straight, but relaxed, at the side of the body. Start at the shoulder-arm joint, and continue down the outside of the arm to 1" below the wrist bone.

**Bust:** Measure the circumference of the fullest part of the bust.

**Midsection:** Measure the circumference of the rib cage at the top of the diaphragm, just below the bust.

**Waist:** Measure the circumference of their natural waist (at the navel). (NOT where they wear their pants & skirts today!)

**Hip:** Measure the circumference at the widest point of the hips, across the fullest part of the buttocks.

**Outseam:** Standing barefoot with feet shoulder width apart, measure on the outside of the leg, the distance from the waist to the floor.

**Hem:** Measure hem length for all dress styles from under arm at top of sizing garment to finished length (see picture below for details).

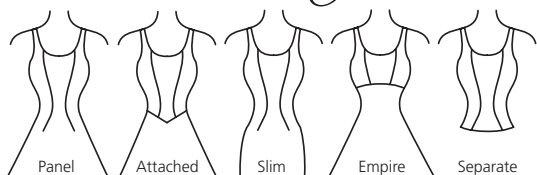
\*If not using Rivar's, Inc. sizing garments, measure hem lengths from natural waist to finished length.

**NOTE:** All measurements should be taken with student standing tall, looking straight ahead, and unless otherwise noted, with feet together.



Rivar's Inc. sizing garments.

# Women's Styles & Options

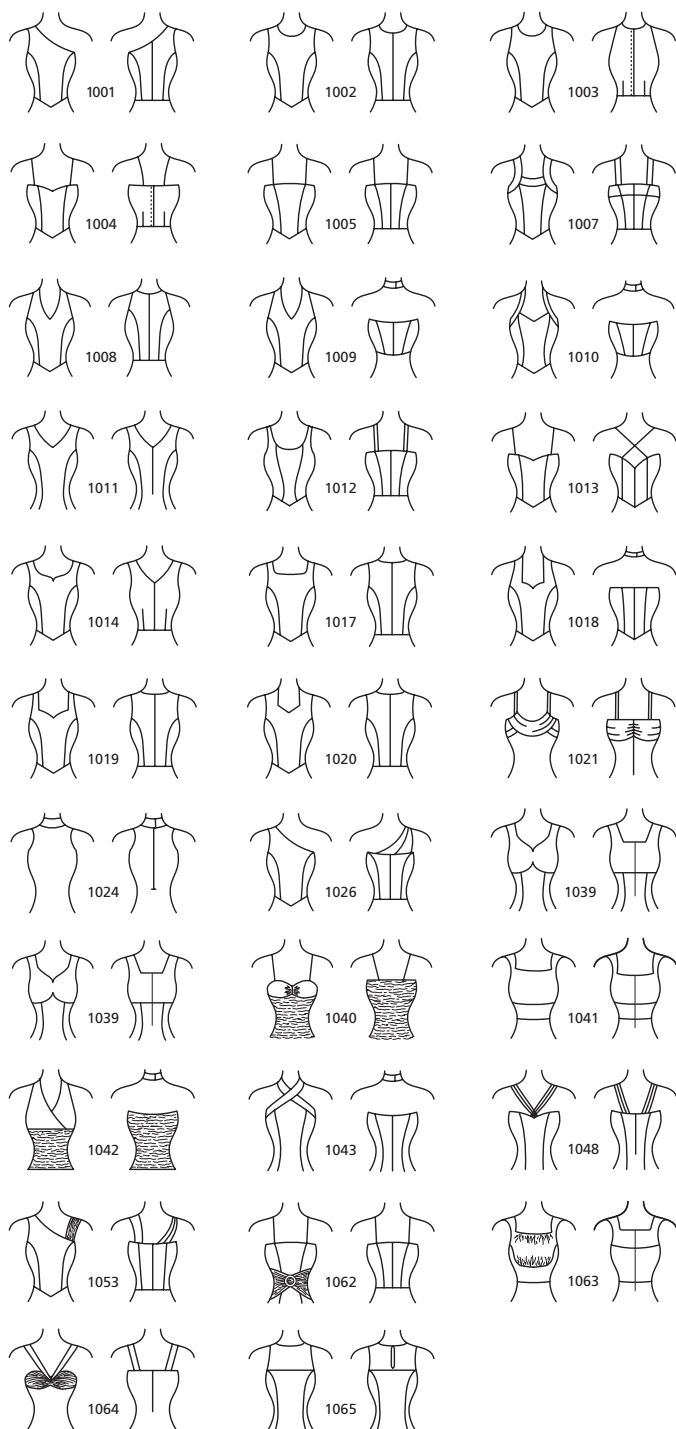


All Rivar's, Inc., styles are cataloged by number. This number represents the style (or shape) of dress bodices, as well as the style of each separate, skirt, pants, vest, etc. Bodice styles can be created in one of the following garment "types": **Panel, Attached, Slim, Empire, or Separate.** Most types (except separate) can also be created in long (full-length) dress styles. Please note that some exceptions do exist. Call us to verify your requests. Our specific line drawings of most styles show the front on the left and the back on the right with the number below each drawing. **Not all styles are shown.**

## Sleeve Options



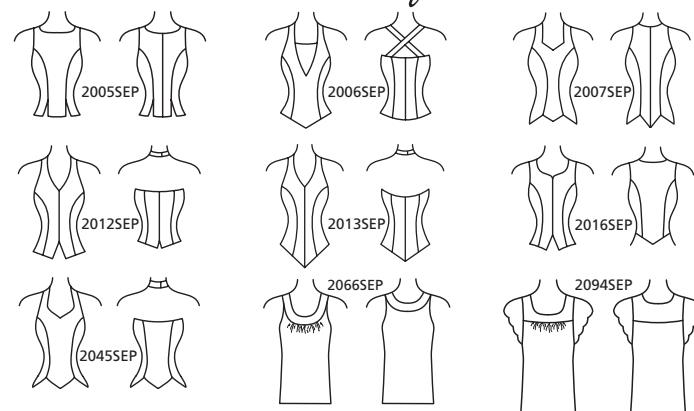
## Women's Dresses



## Women's Flash Tops



## Women's Separates



# Women's Skirt & Pant Detail

Rivar's, Inc.® offers a variety of skirt and pant options to meet all your performance needs. See listings below for garment descriptions.

## Women's Skirts

**2400SKT** – A full circle skirt with side seams, elastic waistband

**2402SKT** – A full circle skirt cut from a single piece of fabric\* with no seams, elastic waistband

\*Restrictions: Skirt waist may not exceed 36" (see chart on next page). Skirt length may not exceed 23" (see chart on next page).

**2403SKT** – A full circle "rip-off" skirt, fitted waistband overlapped in back with Velcro closure

**2404SKT** – A straight skirt with fitted waistband and center back zipper

**2406SKT** – A "salsa" skirt: Flared skirt with slanted hem, elastic waistband

**2413SKT** – A long full circle skirt with side seams, elastic waistband

**2415SKT** – A long full circle "rip-off" skirt, fitted waistband overlapped in back with Velcro closure

**2416SKT** – A long straight skirt with fitted waistband and center back zipper

**2417SKT** – A long A-line skirt, elastic waistband (unlined only)

**2419SKT** – A short straight skirt with four (4) fabric fringe layers,\* elastic waistband

\*Restrictions: Available in stretch fabrics only, custom lengths not available.

**2421SKT** – Short cheer skirt with drop waist

**2422SKT** – 3 layer short cheer skirt with drop waist.

\*Restrictions: Available in stretch fabrics only, custom lengths not available.

**2430SKT** – A trumpet style skirt, slightly fitted through hips with a flared hem

**2431SKT** – A short A-line skirt, elastic waistband

## Women's Pants

\*Most pants styles sized XS-3X. Sizing garments available for most styles.

**2300WSH** – Shorts with elastic waistband

**2600WPA** – Trumpet pant, elastic waistband

**2601WPA** – Capri pant, flat fitted front with elastic back waistband

**2603WPA** – Trumpet pant with godet insert in leg, elastic waistband

**2604WPA** – Palazzo pant, wide leg, elastic waistband

**2605WPA** – Modified palazzo pant, straight, wide leg, elastic waistband

**2614WPA** – Legging pant, slim fit, elastic waistband

**2615WPA** – Straight leg pant, elastic waistband

**2618WPA** – Low-rise trumpet pant, elastic waistband

## Skirt Sizing Chart

Note: Please request Rivar's Sizing Garments for skirt styles not shown in the sizing charts below.

### 2400SKT, 2413SKT

Waist:	20-24	25-27	28-31	32-35	36-38	39-41
Size:	XS	S	M	L	XL	XXL

### 2401SKT, 2414SKT

Waist:	20-24	25-27	28-31	32-35	36-38	39-41
Size:	XS	S	M	L	XL	XXL

### 2417SKT, 2431SKT

Waist:	20-24	25-27	28-31	32-35	36-38	39-41
Size:	XS	S	M	L	XL	XXL

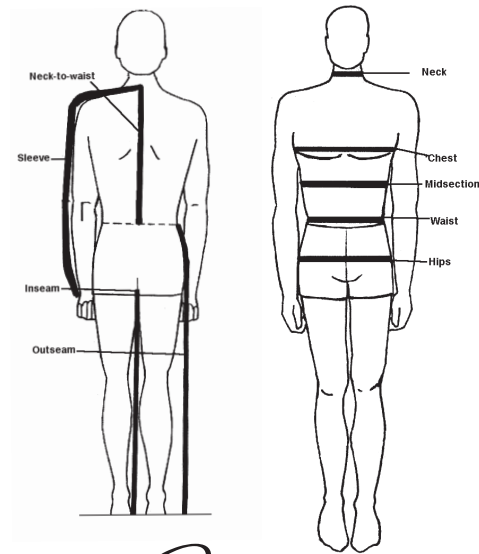
### 2402SKT

Waist:	20-24	25-27	28-31	32-35	36
Maximum Length:	23"	23"	23"	22"	21"
Size:	XS	S	M	L	XL

### 2403SKT, 2415SKT

Waist:	20	22	24	25	26	28	30	32	34	36	38
Hips:	33	34	35	36	37	38	41	43	45	47	49
Size:	2	3	5	7	9	11	13	15	18	20	22

# Men's Sizing Information



## Boy's Dress Shirts

Style BCL-7004

Size	8	10	12	14	16
Neck	12	12½	13	13½	13½
Sleeve	23	25	27	29	31

\*Boy's shirts sizes are standard, with proportional length ties.

## Men's Dress Shirts

Style MCL-7004

Neck ▶	13½	14½	15½	16½	17½	18½	19	20
Sleeve ▼								
32-33	■	■	■	■	■			
34-35			■	■	■	■	■	■
36-37				■	■	■	■	■

## Tux Shirts

Styles MCL-7001

Neck ▶	13-13½	14-14½	15-15½	16-16½	17-17½	18-18½	19-19½
Sleeve ▼	XS	S	M	L	XL	2XL	3XL
30-31	■	■	■	■			
32-33	■	■	■	■	■	■	■
34-35		■	■	■	■	■	■
36-37		■	■	■	■	■	■
38-39			■	■	■	■	■

## Jackets/Coats

Styles MCL-7600, MCL-7602

	36	38	40	42	44	46	48	50	52	54
Short	■	■	■	■	■	■	■	■	■	■
Regular	■	■	■	■	■	■	■	■	■	■
Long	■	■	■	■	■	■	■	■	■	■

\*Larger sizes may be available in some styles.

## Suit Jackets

Style MCL-7400

	34	36	38	40	42	44	46	48	50	52	54	56	58
Regular	■	■	■	■	■	■	■	■	■	■	■	■	■
Long		■	■	■	■	■	■	■	■	■	■	■	■

## Dress Pants

Style	27	28	29	30	31	32	33	34	36	37	38	40	42	43	44	46	48	49	50	52	54	56	
MCL-7200		■			■			■		■		■		■		■		■		■			
MCL-7201	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■

(Sizes 42 and above, add \$5.00)

PLEASE NOTE: Adjustable waist pant style MCL-7200 adjusts up and down 1" from waist measurement.

Expando waist style MCL-7201 expands up to 1".

## Men's Measurements

Specific measurements are only needed for Made-To-Measure garments and selected styles.

**Neck:** Measure the circumference of the center of the neck. To ensure ease of movement in dress shirts, be certain that two fingers can be placed between the neck and measuring tape.

**Sleeve:** The arm should be straight, but relaxed, at the side of the body. Start at the bone at the base of the neck that protrudes when you tilt the head forward. Continue across the top of the shoulder and down the outside of the arm to 1" below the wrist bone.

**Neck-To-Waist:** Start at the bone at the base of the neck that protrudes when you tilt the head forward, and measure straight down the back to the natural waist (Approximately 1" below the navel).

**Chest:** Measure the circumference of the fullest part of the chest, just under the arms. To ensure ease of movement in suits and jackets, have student inhale deeply, expanding the chest to full capacity, while measuring. Use this measurement to approximate suit jacket size.

**Midsection:** Measure the circumference of the fullest part of the torso, half way between the diaphragm and the waist.

**Waist:** Measure the circumference of the natural waist, approximately 1" below the navel. (NOT where they wear their pants today!)

**Inseam:** Standing barefoot with feet shoulder width apart, measure on the inside of the leg, the distance from the crotch to the floor.

**Outseam:** Standing barefoot with feet shoulder width apart, measure on the outside of the leg, the distance from the waist to the floor.

**NOTE:** All measurements should be taken with student standing tall, looking straight ahead, and unless otherwise noted, with feet together.

**Questions?** We will be glad to answer any questions. Call us at 800-775-4829. Weekdays, 8:00 a.m. to 5:00 p.m. Eastern time.

# Ordering Information & Policies

## ORDERING INSTRUCTIONS

Complete the enclosed order form and return it to Rivar's, Inc. by fax or mail. Telephone orders will only be accepted for stock items that do not require sizing information. No order will be processed until a payment method is met. Custom garment orders will not be put into production until Rivar's, Inc. has received proper payment information, complete sizing, and a signed order confirmation. Order confirmations are sent via fax or email within 48 hours of our receipt of your complete order.

## PAYMENT OPTIONS

1. Prepayment in full (Check, Credit Card, Money Order). We accept VISA, MasterCard, Discover and American Express. Be sure to include the name as it appears on the credit card, expiration date, security code and complete billing address for cardholder.
2. 50% deposit with balance paid in full prior to shipment.
3. Purchase Order for full amount to start process, 50% deposit prior to shipment. Balance due upon receipt.

\*\*A complete and signed Purchase Order is required for orders not prepaid. If deposit presents a problem, please call our accounting department to make payment arrangements.\*\*

A NSF fee of \$35.00 will be charged for any check returned for insufficient funds.

## SHIPPING & HANDLING CHARGES

Rivar's, Inc. standard shipping method is ground service.

- Ground: 7% of order total (\$15.00 minimum)
- 3 Day: 8% of order total (\$20.00 minimum)
- 2<sup>nd</sup> Day Air: 9% of order total (\$25.00 minimum)
- Next Day Air: 15% of order total (\$40.00 minimum)

Above rates apply to continental USA only for standard business day delivery. All duties and taxes on shipments outside the United States are the customer's responsibility and will be collected upon delivery.

- **Alaska, Hawaii and Canada Ground Service:** 9% of order total (\$20.00 minimum).
- **International Shipments Global** (5-10 business days): 20% of order total (\$50.00 minimum).

**Risk of Loss:** All risk of loss shall be borne by Rivar's, Inc. until the goods are shipped via traceable carrier from Rivar's, Inc. location at 1125 West Walnut Street, Albany, Indiana 47320 at which time the customer shall assume all risk of loss.

## PRICES

Please confirm all prices with your account manager. We reserve the right to correct any typographical error printed in this catalog. Prices subject to change without notice. We will notify you via your order confirmation of any price discrepancies on your order.

## ORDER TIME

Please allow at least 6-8 weeks for custom garments manufactured by Rivar's, Inc. during our peak season of August – January. Contact your account manager to confirm lead-time. Rush orders may be subject to a rush fee of \$25.00 per garment pending fabric and production schedule availability. Rivar's, Inc. cannot be responsible for orders not placed in a timely manner or sent to us with incomplete information. Orders for Rivar's, Inc. manufactured garments cannot be cancelled once they have been placed. Ship dates will be assigned according to the requirements for each custom order. Quoted ship dates will represent the estimated day that your garments will leave our facility. We assume no liability for delays beyond our control to obtain supplies, raw materials, or conditions which include delays of carriers, accidents, weather, strikes, war or other unavoidable causes. Some basic items, such as jewelry, accessories, men's pants, shirts and suits are usually in stock during the peak season of August – January and can be shipped upon receipt of your pre-paid order.

## SAMPLES AND SIZING GARMENTS\*

Ordering samples and sizing garments is easy and FREE:

1. Call to request sample styles and/or sizing garments needed to complete your order (Limit 5 samples per order). Samples and sizing garments are provided on a first come, first served basis. Please allow a minimum of 2 weeks for the sizing process in addition to your order time.
2. Provide us with a credit card for guarantee. We accept VISA, MasterCard, American Express, and Discover. Your credit card will be charged for the total \$\$ value of the samples or \$75.00 per set of sizing garments if the samples or sizing garments are not returned in good condition by the return date noted in your shipping documents. A \$25 non-refundable service charge will be assessed once your credit card has been charged.
3. A shipping call tag will be included with the sample/sizing garments to pay for return shipment. Please use the shipping label provided. This is a FREE service and guarantees a traceable method to track the package. Rivar's, Inc. assumes no responsibility for packages returned using alternate methods or carriers. Lost call tags will not be re-issued.

**\*Please Note:** Many customers use our FREE service of loaner samples and sizing garments every year. Please be considerate of others by returning your loaner garments in a timely manner and to avoid any late charges assessed to your credit card on file.

## SIZING

Rivar's, Inc. provides sizing garments for determining the best fit. Each style fits differently, so it is important to size with the correct sizing garment based on style. Rivar's, Inc. cannot be responsible for garments sized incorrectly. Garments are made to Rivar's, Inc. standard pattern sizes, therefore some alterations are to be expected and are solely the customer's responsibility.

Rivar's, Inc. will assess a \$35 Made-to-Measure fee per garment for any order placed with measurements. This includes individuals who fall outside our standard size range, or when a customer provides measurements instead of using the Rivar's, Inc. free service for sizing garments.

For further sizing details, please see the Men's Sizing Information, and/or the Women's Sizing Information.

## RETURNING MERCHANDISE

It is the customer's responsibility to inspect all orders within 72 hours of receipt. Notify your account manager immediately of any problems. Rivar's, Inc. will not be responsible for any custom garments that have been worn, altered or changed in any manner.

Returns are accepted only on stock merchandise received by Rivar's, Inc. within 30 days of original shipment. Contact your account manager for a Return Merchandise Authorization Number. Items returned without the RMA Number will be refused and returned to the customer. Items must be in restock condition with all original tags and/or packaging. No returns will be accepted on merchandise that has been worn or altered. All returns are subject to a 15% restock fee.

Rivar's, Inc. will not reimburse shipping costs for items returned.

## SWATCHES

Swatches of all fabrics are available upon request at NO CHARGE. We are also happy to provide you with test swatches for cleaning, pressing and scrap amounts for small repairs if needed.

## FABRIC AVAILABILITY & DYE LOTS

Rivar's, Inc. cannot guarantee fabric availability and/or dye lots. Talk with your account manager at the time of your original purchase to discuss options available for add-on garments. Please be aware that minimum yardage requirements do apply for some fabrics. We reserve the right to discontinue any styles or fabrics no longer available.

## FABRIC CARE

Most of Rivar's, Inc. garments are hand wash, cold water, hang to dry. Please refer to the fabric care sheet provided with your shipment or call our office for specific information. Hair spray, deodorants, perspiration and heat can and/or may cause major discoloration of sequins and other metallic fabrics. No warranty is expressed or implied on any garments manufactured by Rivar's, Inc. Some loss of sequins and/or discoloration is to be expected with all types of sequined and metallic fabrics.

## CUSTOM HEMMING

Custom hemming is available upon request at no additional charge for most dress and skirt styles. Use the measuring instructions provided with your sizing garments or contact your account manager for questions. If no hem length is provided, short dresses will be hemmed to a standard 34" from underarm seam, short skirts 26" from natural waist. Full-length garments will be hemmed a standard 54" from the underarm seam, full-length skirts 45" from the natural waist. Please note special hem restrictions for style #2402SKT. Additional charges will apply for added length to standard measurements. Additional charges will vary based on fabric choice. Pant styles for both men and women come unhemmed.

## MINIMUM ORDERS

A minimum order of four garments per style is required for all orders. Any orders of three garments or less will incur an additional charge of \$10 per item.

## CUSTOM PATTERNS

Rivar's, Inc. was founded on the philosophy of creating show-stopping custom apparel for music performing groups nearly three decades ago. We offer complete custom pattern and design service for your creative vision. If you don't see what you are looking for in our catalogs, please call your account manager for information about our custom design service. Additional lead time and fees may apply.