

Dress and Accessory Order Form

Before placing your order, please be sure to read our Purchasing and FAQ's located on our Johanna Grace - Main Index page.

Dress Specifications

Dress Name & Style No.: _____

Colours: (see swatch reference chart): _____

Swatch approval: viewing swatch on website ()

Swatch approval: actual fabric sample sent to customer ()

For extra insurance 1/2 of the swatch you selected with the colour name should be sent back to JGSS to ensure the correct colour and dye lot has been ordered.

Sleeve style (circle one): sleeveless short cap puff $\frac{3}{4}$ long

Special Notations: _____

	Price
Dress price – stock colours	_____
Custom Colours - 30.00	_____
Fabric Change <i>Shantung, Satin, Taffeta, Silk Satin, Silk Chiffon, Silk Linen</i>	_____
Dress accessories – bolero, wrap, capelet, veil etc.	_____

Rush Charges	_____

		Colour	Quantity	
Additional 4” wide sashes – stock colour	30.00	_____	_____	_____
Shantung colour	40.00	_____	_____	_____
Chiffon petticoat; 1 layer slight fullness	55.00	_____	_____	_____
Chiffon petticoat; 2 layers medium fullness	65.00	_____	_____	_____
Chiffon petticoat; 3 layers very full	100.00	_____	_____	_____
Chiffon Petticoat: 3 layers added yardage <i>(these can be used for long ball gown styles)</i>	150.00	_____	_____	_____
Petticoat bag in matching silk for carrying and storage (petticoats should not hang)	20.00	_____	_____	_____
Silk covered head band	30.00	_____	_____	_____
Silk covered head band with bow	55.00	_____	_____	_____
Hair bow - small <i>Bows come in 2 loop butterfly style or single with tapered tails and come on a clip or comb.</i>	25.00	_____	_____	_____
Hair bow - large <i>Bows come in 2 loop butterfly style or single with tapered tails and come on a clip or comb.</i>	35.00	_____	_____	_____
Drawstring purses (custom design)	125.00	_____	_____	_____
Bow ties for ring bearers in matching silk	30.00	_____	_____	_____
Long ties for little boys	60.00	_____	_____	_____

Shipping and Handling

Dress shipping & handling - United States 40.00 _____

(All dresses are shipped Priority Federal Express. Additional charges will apply for overnight and Saturday deliveries.)

Petticoat shipping & handling (UPS) 10.00 _____

Shipping & handling - Alaska & Hawaii - 75.00 _____

Shipping & handling - International - will quote _____

Sub Total _____

Sales tax NY residents - County of Residence _____

Sales Tax % for your county _____ X (Sub Total) _____ = _____

Connecticut and New Jersey Residents add 6% sales tax

0.06 X (Sub Total) _____ = _____

Grand Total _____

Shipping Information

(We cannot ship to a post office box)

Billing Information

Name_____

Address_____ Apt./Floor_____

City_____ State_____ Zip_____

Country_____

Phone_____

() Please check here if the billing address and shipping address are the same

Client Contact Information

Phone day_____ Phone evening_____

Mobile _____ Fax_____

E-mail address(es)_____

Delivery Information

Name_____

Address_____ Apt./Floor_____

City_____ State_____ Zip_____

County (for NY, NJ and CT)_____

Country_____

Phone_____

To Complete Your Purchase

For Your Protection

To protect you from fraudulent charges the following conditions apply; all credit card purchases will be processed electronically with your credit card number, name on the card, issue date, expiration date, mailing/billing address and the security code on the back of the card. Orders will not be processed without this information.

Payments

MasterCard, Visa, American Express, Discover, MasterCard and Visa debit cards, personal checks, money orders, cashiers checks are accepted forms of payment.

Credit Card Information

MasterCard / Visa / American Express / MasterCard debit card / Visa debit card / Discover - (circle one)

Number (16 digits): _____

(MC, Visa & Discover have 16 digits, American Express has 15 digits)

Name on card: _____

Address listed / Billing address _____

3 digit code (MC, Visa, Discover): _____

4 digit code (American Express): _____

Issue date: _____

Expiration date: _____

Refunds / Terms

All garments are custom made to your exact specifications and instructions and are non-refundable.

Signature

Signature of purchaser _____ Date _____

Placing Your Order

Please note that order forms do not need to contain measuring forms – we will contact you regarding these forms and supply you with a production schedule. You may order your dress or dresses months in advance if you want to reserve a spot in production (especially during the busy times – spring, summer and fall and if you are ordering multiple dresses) but you need not specify dress style or colors at that time.

To call in your order: 1-800 -243 -5870 – Customer Service or Sales

To fax in your order (secure protected line): 1-800 -243 -5870

To e-mail your order: Go to www.hushmail.com and open a free Hushmail secure account. E-mail your payment information from your Hushmail account to us at jgracesaratoga@hushmail.com

To mail in your order:

Johanna Grace - Saratoga Springs

Attention: C. Hoffer Clement, Director of Sales

62 Goode Street

Burnt Hills, NY 12027

Please alert us by e-mail if you will be mailing your order with a check. Mail your payment with a complete copy of your purchase. All orders will be confirmed within 24 hours upon receipt of the order. If you are sending a check your order will not be scheduled for production with your couturiere until your payment is received.

Hours Of Operation - Monday through Sunday

To speak with a representative you can contact us **Monday through Sunday from 10AM – 8PM Eastern Standard Time**. If you call after these hours you can leave a message and we will return your call the following day, or we can contact you by e-mail if you give us your e-mail address.

Hours Of Operation – Holidays – E-mail Only

How To Take Measurements & Measurement Forms

Johanna Grace

Measurements can be sent to us in inches or centimeters. Using a flexible measuring tape, hold the tape firmly but not tight when taking the measurements. Please make sure that the child is barefoot, standing straight and relaxed with arms at the side. Do not measure over clothing, just undergarments.

1. Chest

Measure around the widest part of the chest and under the arm with the arms at the side, all around.

Measurement: _____

2. Waist – Petticoat and Dress

To find the correct waist location or the narrowest part of the waist take a string or thin piece of elastic and tie it around the waist, rolling it to the narrowest part – do not make it tight. Tie it so it does move and leave the string in position. Take your measuring tape and measure the waist location. This is also where the bodice of the dress will meet the skirt of the dress.

Measurement: _____

3. Shoulder to Waist

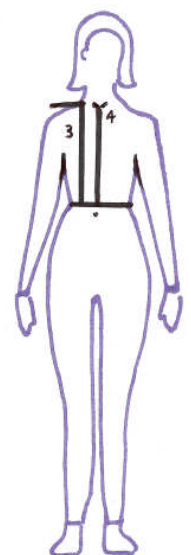
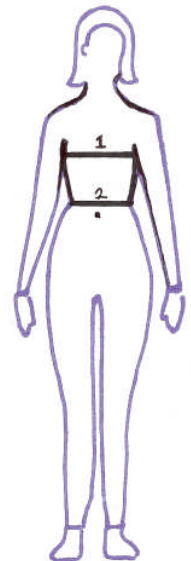
On the front of the body measure from the top of the shoulder down over the bust to the waist location.

Measurement: _____

4. Clavicle to Waist

On the front of the body measure from the clavicle bone (where collar bones meet) to the waist location. This measurement is usually a slight bit shorter than the shoulder to waist measurement.

Measurement: _____



5. Skirt Length – Petticoat and Dress

Measure from the waist location to the desired hem length. We will calculate the proper petticoat length based on your measurement.

These dresses look best when they fall to the middle of the calf and closer to the ankle, but can be made in any length you desire.

Measurement: _____

6. Shoulder Length

Measure from the base of the neck where it meets the shoulder at the armpit line.

Measurement: _____

7. Sleeve Length – Short Sleeve

Measure from the top of the shoulder to the location on the arm where you want the sleeve to fall. Short sleeves look best on children's arms when they are not too long.

Measurement: _____

8. Sleeve Length – $\frac{3}{4}$ Sleeve

Measure from the top of the shoulder to below the elbow. The $\frac{3}{4}$ length looks best a few inches below the elbow.

Measurement: _____

9. Sleeve Length – Long Sleeve

Measure from the top of the shoulder to the wrist bone.

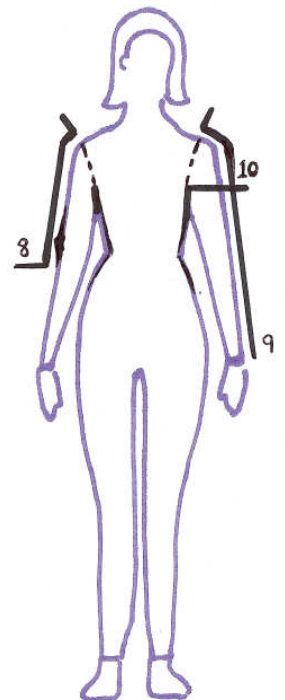
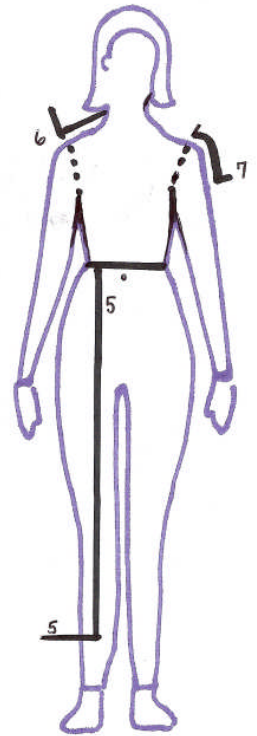
Measurement: _____

10. Circumference of Arm

(Please include this measurement for all sleeve lengths)

With arm at the side of the body, take the measuring tape and slip it up under the arm to the armpit. In a horizontal fashion measure around the upper arm.

Measurement: _____



11. Upper Arm Circumference

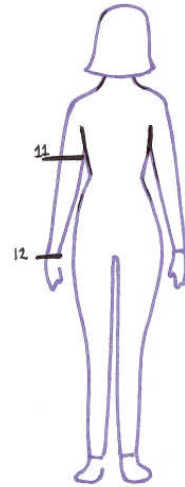
Measure the widest part of the upper arm, all around.

Measurement: _____

12. Wrist Circumference

Measure the arm at the wrist bone, all around.

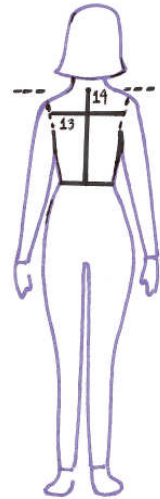
Measurement: _____



13. Across Back – Shoulder to Shoulder

Draw an imaginary line from the armpit up to the top of the shoulder. Measure across the back in a horizontal fashion, from line to line across the back.

Measurement: _____



14. Center Back – Neck to Waist

On the back of the child locate the area on the neck where it meets the shoulder. You can have the child lower their head forward and then you can locate the protruding bone on the neck – measure from that point to the waist location.

Measurement: _____

Please refer to your [Dress Order Schedule](#) to know when to send in the measurements. We will need the petticoat measurements a few weeks prior to needing the dress measurements due to the long lead time to make the custom petticoats. Take the measurements twice to be certain they are correct as each dress is made to the specific measurements you provide. If you are unsure how to take the measurements, you can have a professional tailor or seamstress take these measurements for you – please ask them to follow our forms [step by step](#).

Ordered by: _____

Made for (child's first name): _____

Style and Number: _____

Fax to: 1-800-243-5870, or send in a PDF file to jgracesaratoga@aol.com

To e-mail: Please type the measurements in the sequence they are taken and send to jgracesaratoga@aol.com