

Cheerleading Company - ORDERING FORM & INFORMATION - 2010

HOW TO ORDER:

Order Online: Order most items online at www.cheerleading.com or email your order to orders@cheerleading.com 24 hours a day, 7 days a week.
Order By Phone: CALL Toll Free 1-800-411-4105 or 214-343-3333 (Dallas area) from 8:30 to 5:30 CST Monday-Friday.
Order By Fax: FAX Toll Free 1-800-411-0842 or 214-343-5401 (Dallas area) available 24 hours, 7 days a week.
Order By Mail: MAIL TO: Cheerleading Company, 11350 Hillguard Road, Dallas, Texas 75243-8311.

ORDERING CHECKLIST

In order to begin production on your order, we must have the following information:

SIZING INFORMATION

Cheerleading Company recommends that the sponsor or someone with sewing experience measure team members. We suggest that you have the same person measure all team members. **DO NOT HAVE INDIVIDUAL TEAM MEMBERS MEASURE THEMSELVES.** Please see measuring guidelines at the bottom of the page. Cheerleading Company will be happy to convert your measurements into our size chart for you.

STYLES AND COLOR PLACEMENT

Please be specific when ordering. All styles listed on the Internet and in the catalog have specific color placements. Please **CALL US FIRST** at 800-411-4105 if you have any questions about color placement or colors. We are happy to send free color swatches to you to determine which color to order.

LETTERING AND MONOGRAMMING

Please be specific when ordering lettering. Since these are custom-made, we are unable to accept returns. Spelling of name is taken directly from the Order Form. Please print clearly to insure accuracy. Please refer to the Monogram section (page 96) for available lettering colors and placement. For special lettering styles not shown in this catalog, please **CALL US FIRST** at 1-800-411-4105 and we will be glad to offer our professional assistance. Please allow an additional 1-2 weeks manufacturing time for any monogramming or custom lettering. There is an additional \$5.00 upcharge per piece per color placement for metallic striping and lettering. There is a \$5.00 upcharge per monogram for metallic monogramming. Please see page 96 for sequin lettering prices and additional lettering and monogram ordering information.

PAYMENT INFORMATION

All orders must include full pre-payment. However, we will accept a half-down deposit on uniform orders with the balance due in two weeks or before shipment - whichever occurs first. We accept MasterCard, Visa, American Express, Discover, Check and Money Order. Cheerleading Company will accept purchase orders from U.S. public universities, high schools, jr. high schools or elementary schools. If you are paying by purchase order, please see our CREDIT POLICY on page 98 of our catalog. Minimum order is \$20.00.

Tax Exempt Texas Residents: If your organization is exempt from paying sales tax, you must include your signed exemption certificate with your order. Without this, we are required by law to charge 8.25% sales tax.

ADDITIONAL UNIFORM ORDER POLICY MADE TO ORDER GARMENTS

Cheerleading Company will be glad to manufacture additional "add-on" uniforms in your style. Additional uniform orders will be billed at the appropriate price for the quantity ordered. All individual list prices are based on quantities of 4 or more. To keep our manufacturing time fast and our cost to you low, there is a processing upcharge of 20% to the list price on orders with quantities of 1-3. Uniforms may not be added or deleted to any custom order once it has been placed into Production. Add-on orders will be considered a new order and appropriate manufacturing time and shipping will apply.

CANCELLATIONS

Cancellations are not accepted for custom manufactured items once an order has been placed into production, as all uniforms and pom pons are custom made to the customer's specifications.

USING THE ORDER FORM

Please complete the Order Form including item style codes, colors, sizes and quantities. When ordering custom-made items, we require a daytime and evening telephone number. If you include an e-mail address, we can expedite information to you regarding your order. Please be specific when ordering custom-made garments, lettering and pom pons. Since these are manufactured to your specific team requests, we are unable to accept returns or exchanges. Please **CALL US FIRST** at 1-800-411-4105 or 214-343-3333 if you have any questions, and we will be happy to provide professional assistance.

SIZE CHARTS

ZIPPER WAISTBAND SKIRT			
ACTUAL WAIST	ACTUAL HIP	ORDER SIZE (ZIPPER WAIST)	STD LENGTH*
18	25	1	10
19	27	2	10
20	29	3	10
21	31	4	10
22	32	5	11
23	33	6	11
24	34	7	12
25	35	8	12
26	36	9	13
27	37	10	13
28	38	11	13
29	39	12	13
30	40	13	14
31	41	14	14
32	42	15	14
33	43	16	14
34	44	17	14
35	45	18	14
36	46	19	15
37	47	20	15
38	48	21	16
39	49	22	16
40	50	23	16
41	51	24	16
42	52	25	16
43	53	26	16
44	54	27	16
45	55	28	16

ELASTIC WAISTBAND SKIRT			
ORDER SIZE (ELASTIC WAIST)	ACTUAL WAIST	ACTUAL HIP	STD LENGTH*
A	18-19	25-27	10
B	20-21	28-31	10
C	22-23	32-33	11
D	24-25	34-35	12
E	26-27	36-37	13
F	28-29	38-39	13
G	30-31	40-41	14
H	32-33	42-43	14
I	34-35	44-45	14
J	36-37	46-47	15
K	38-39	48-49	16
L	40-41	50-51	16
M	42-43	52-53	16
N	44-45	54-55	16

FULL-FIT POLY JACKETS			
ORDER SIZE	ACTUAL CHEST	ACTUAL WAIST	SLEEVE LENGTH**
YS	20-24	19-20	23
YM	25-28	21-22	25
YL	29-31	23	27
YXL	32	24	28.5
AS	33-34	25	31.5
AM	35-36	26-27	31.5
AL	37-38	28-29	32
AXL	39-40	30-31	32

SHELLS, MIDRIFFS, CROPS, SPIRITFLEX, FLEXSTRETCH HALFTOPS			
ORDER SIZE	ACTUAL CHEST	STD LENGTH* ON SHELL	
24	20-21	13	
26	22-23	13	
28	24-25	14	
30	26-28	15	
32	29-31	16	
34	32-33	17	
36	34-35	17	
38	36-37	18	
40	38-39	19	
42	40-41	19	
44	42-43	19	

MENS ORDER SIZE			
ORDER SIZE	ACTUAL CHEST	ACTUAL WAIST	STD. INSEAM*
SY	20-22	20	28
MY	23-25	21	28
LY	26-28	22	28
2XS	29-31	23-24	33
XS	32-33	25-26	33
S	34-36	27-29	33
M	37-40	30-33	33
L	41-44	34-37	33
XL	45-48	38-41	33
2XL	49-51	42-44	33
3XL	52-54	45-47	33
4XL	55-57	48-50	33
5XL	58-60	51-53	33

POLY PANTS				
ORDER SIZE	ACTUAL WAIST	ACTUAL HIP	AVG INSEAM	LONG INSEAM
YXS	17-18	23-24	21	23
YS	19-20	25-27	23	25
YM	21-22	28-30	25	27
YL	23	30-33	27	29
YXL	24	33-34	28	30
AS	25	33-36	29	31
AM	26-27	35-38	30	32
AL	28-29	37-44	30	32
AXL	30-31	39-46	31	33

NOTES:

Zipper waistband skirts are available up to a 45" measurement. Elastic waistband skirts can be made for any waist measurement, including measurements beyond 45".

* STD is standard length of a garment. Custom lengths are available at no extra charge.

** Available in standard sleeve lengths only.

MEASURING INFORMATION

Please measure to the nearest inch with a full measuring tape. All half-inch measurements will be rounded up to the nearest inch. We suggest wearing a bathing suit when measuring completely around the body, and we recommend the same person measure all team members.

Bust/Chest: Measure completely around the body at the fullest point of the bust/chest under the arms with tape straight across the back and arms by side of body.

Waist: Measure completely around the narrowest portion of the waist.

Hips: Measure completely around the fullest part of the hips (approx. 8" below the natural waistline).

Back Waist Length "BWL": Measure from the tip of the most prominent bone at the base of the neck to the natural waistline.

Skirt Length: Our skirt length is measured from the bottom of the waistband to the edge of the skirt, and from the natural waistline to the edge of low-rise skirts. Measure in back from the natural waistline over the backside to the desired length on leg. Please give length in whole inch increments (ex: 12", not 11 1/2"). You may also use our standard (STD) skirt length, if desired. The waistband is not included in skirt length. Measure all Low-Rise skirts from the natural waist. Because of the low-rise nature of these skirts, the body of all Low-Rise elastic waist skirts will measure 3" shorter than the provided measured skirt length (not including waistband), and the body of all Low-Rise zipper waist skirts will measure 2" shorter than the provided measured skirt length (not including waistband).

Inseam: Measure from the inside of the leg beginning at the crotch seam and measure down the leg to the desired length. We recommend that uniform shoes be worn to determine the proper inseam.

Arm Length: Our arm length is measured from the end of the clavicle to the outer fold of the wrist with the arm slightly outstretched and elbow straight. To find the end of the clavicle, feel the bone at the top of the shoulder. Follow this toward the arm until you reach the indentation indicating where the arm and shoulder meet. Measure from this point, down the top of the extended arm with straight elbow, to the outer fold of the wrist, which can be found by bending hand upward, palm down, so that the fingers are trying to point upward toward the ceiling. All Sleeve Lengths come in standard lengths. Sleeve Lengths on long sleeve Flexstretch™ and SpiritFlex tops may be ordered as standard, long (STD + 2"), or short (STD - 2").

Production will not begin on your order until the complete order, including sizing, style and payment information, is received.

SELECTING YOUR SIZE

1. Cheerleading Company garments are manufactured to standard sizing charts. Measurements are taken to determine which standard size will be the best possible fit. Garments are not manufactured to fit an individual's measurements. To see more complete size chart information, visit us at www.cheerleading.com.

2. Cheerleaders grow! Hold fittings as close to the time of ordering as possible and take potential growth into account when determining the size to order.

3. As with any standard size garment, some alterations may be necessary for the best fit. Alterations and alteration costs are the sole responsibility of the purchaser. Cheerleading Company does not provide alterations.

Cheerleading Company allows small tolerances in the length and width of garments. Garments may measure up to +/- 1/2" of the specified length and +/- 1/2" of the specified bust/chest or waist size.

CARE INSTRUCTIONS

Cheerleading Company recommends using a mild detergent without bleach and machine wash separately in a full tub of cold water. Remove promptly from washer when cycle is complete. Tumble dry with low heat polyester and Flexstretch items. Hang or lay flat to dry all DazzleFlex items. Do not use fabric softener on polyester garments as this may affect the soil release properties. Complete shrinkage and colorfastness cannot be guaranteed because of different laundering processes and absorbent qualities of fabric. Cheerleading Company is not responsible for garments that have been laundered incorrectly. **DO NOT DRY CLEAN.**

MANUFACTURING SCHEDULE

Manufacturing schedules are approximate and are based upon receipt by Cheerleading Company of your completed order and payment. Please note that orders placed between June and October are subject to additional manufacturing time. Manufacturing time does not include shipping time.

ITEM

ITEM	MANUFACTURING TIME
Shells	2-4 weeks
Skirts	2-4 weeks
Campwear	In Stock
Lettering/Embroidery	1-3 weeks
Letter Jackets	4-6 weeks
Socks	In Stock
Custom Pom Pons	1-3 weeks
Stock Warm Ups	1-2 weeks
Poly Warm Ups	2-3 weeks
Custom bags	2-4 weeks
Megaphones	In Stock
Mascots	2-4 weeks
Jewelry	In Stock
Special Order Items	2-8 weeks

IN STOCK POM PONS: Same day shipping available.

IN STOCK ITEMS: Immediate shipping available.

Please see our website at www.cheerleading.com for current manufacturing items.

All manufacturing schedules are estimated. We assume no liability for delays due to conditions beyond our control including delivery service delays, strikes, accidents, war or other unavoidable impediments with raw materials and supplies.

