



STRICTLY CONFIDENTIAL

FEMALE MEASUREMENT FORM

Section 1: About you

Staff 8 digit employee ref (Assignment Number):.....

Title:.... Surname:..... Forename(s)

Know as (name required on badge).....

Station / Location / Department

Section 2: Measurements

Collar (inches).....Bust (inches)

Waist (inches)..... Tick if you prefer male trousers

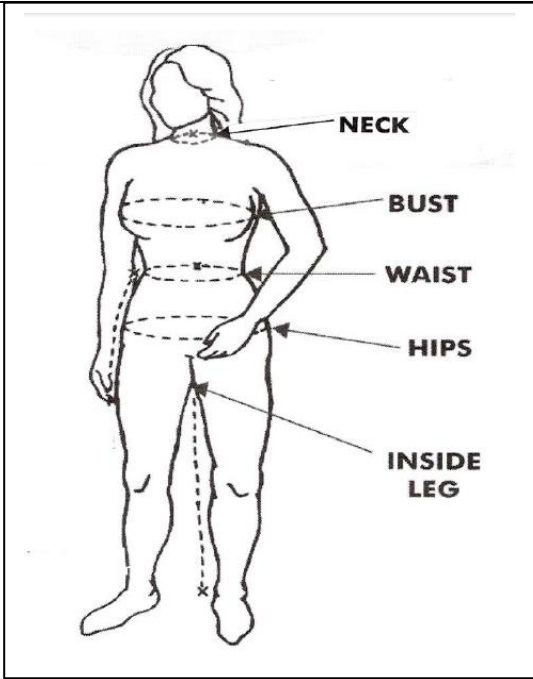
Hips (inches)..... Inside leg (inches)

Height (feet & inches)..... Shoe size

Signed Date.....

Section 3: Guide information

Take accurate body measurements. Measure over normal undergarments or thin clothing. Hold tape measure comfortably snug, but not tight. Use the following as a guide:



COLLAR: measure around the base of the neck where the collar sits and add 1/2" to get your collar size. eg: a 14" neck would be a 14 1/2" collar size.

BUST: measure around the fullest part of the bust and straight across the back.

WAIST: measure around the fullest part of your waist. Keep one finger between measuring tape and body.

HIPS: measure around the body at the fullest part - usually 7"-9" below the waist. If you fall between two measurements, go with the larger size.

INSIDE LEG: measure from the crotch to where your trouser is normally worn on the shoe.

Section 4: For internal use only

Order number.....Shirt size

Trouser.....Waist

Leg.....Outer garments

s/s.....hivo/t.....

Date order entered.....Order entered by.....Order number.....