

## How to Complete Letter Jacket Order

You'll need a measuring tape, this can be purchased at any fabric store or even Walmart, Target, etc.

**We will need the following measurements** (See attached Measurement form):

- Height & Weight
- Chest
- Sleeve
- Center Back

**Choosing patches:** Please find attached a copy of our patch brochure, and a copy of our order form. Students/Parents can complete the form electronically or print the form, fill it out, scan and email to us.

**Filling out the order form:**

- See example of completed form attached **\*\*Please note this is an older order form – please disregard the package listings in Section 1 of the example order\*\***

**Pricing:** See Section 1 of fillable order form \*\*\*Please note: If your school or activity booster club pays for the basic jacket, remember to deduct that amount from your order as shown in example\*\*\*

**Making Payment:** You will be able to make payment online at <https://balfourletterjackets.com> or call us and make payment over the phone with a credit/debit card. For students that aren't able to pay online, they can mail a check or money order for the amount due to our office and we will apply that payment to their order. We aren't able to accept cash at this time, we apologize for any inconvenience this might cause.

**Letter Jacket Production Time:** Due to the COVID pandemic our letter jacket facility is only operating at 25% - we are telling everyone to allow 10-16 weeks for their jacket orders to ship. We don't actually expect it to take that long, but we want to make sure we give the facility some cushion in case there's a shutdown. Please allow for a minimum 9 week turnaround once the plant receives the order.

**Shipping:** Most orders will be shipped to individual students unless required that jackets ship to the school /coach/director.

# LETTERMAN JACKET MEASUREMENT FORM

DATE: \_\_\_\_\_

**STEP ONE: USE YOUR CHEST MEASUREMENT TO DETERMINE YOUR SIZE.**

SCHOOL NAME: \_\_\_\_\_

STUDENT NAME: \_\_\_\_\_

**STEP TWO: USE YOUR ARM MEASUREMENT TO DETERMINE SLEEVE ADJUSTMENTS, IF NEEDED. PLEASE NOTE: ADJUSTMENTS START AT 2 INCHES.**

WEIGHT: \_\_\_\_\_

HEIGHT: \_\_\_\_\_

**STEP THREE: USE YOUR CENTER BACK MEASUREMENT TO DETERMINE BODY ADJUSTMENTS, IF NEEDED. PLEASE NOTE: ADJUSTMENTS START AT 2 INCHES.**

MALE ☐ FEMALE ☐

SIZE: \_\_\_\_\_

MEASUREMENT	XXS	XS	S	M	L	XL	XXL	3XL	4XL	5XL
CHEST	27-31	32-34	35-37	38-40	41-43	44-46	47-50	51-54	55-58	59+
ARM	32	32.5	33	33.5	34	34.5	35	35.5	36	36.5
CENTER BACK	24.5	25	25.5	26	26.5	27	27.5	28	28.5	29

**SLEEVE ADJUSTMENT:**

-2 -4 +2 +4

**BODY ADJUSTMENT:**

-2 -4 +2 +4

## CHEST MEASUREMENTS

RELAX YOUR ARMS AND HOLD THEM AT YOUR SIDE. MEASURE AROUND YOUR CHEST 1 INCH BELOW YOUR ARMPITS.

## ARM MEASUREMENTS

MEASURE FROM THE BASE OF YOUR NECK, ACROSS YOUR SHOULDER, DOWN THE FOREARM TO THE ELBOW, AND THEN TO YOUR WRIST.

## CENTER BACK MEASUREMENTS

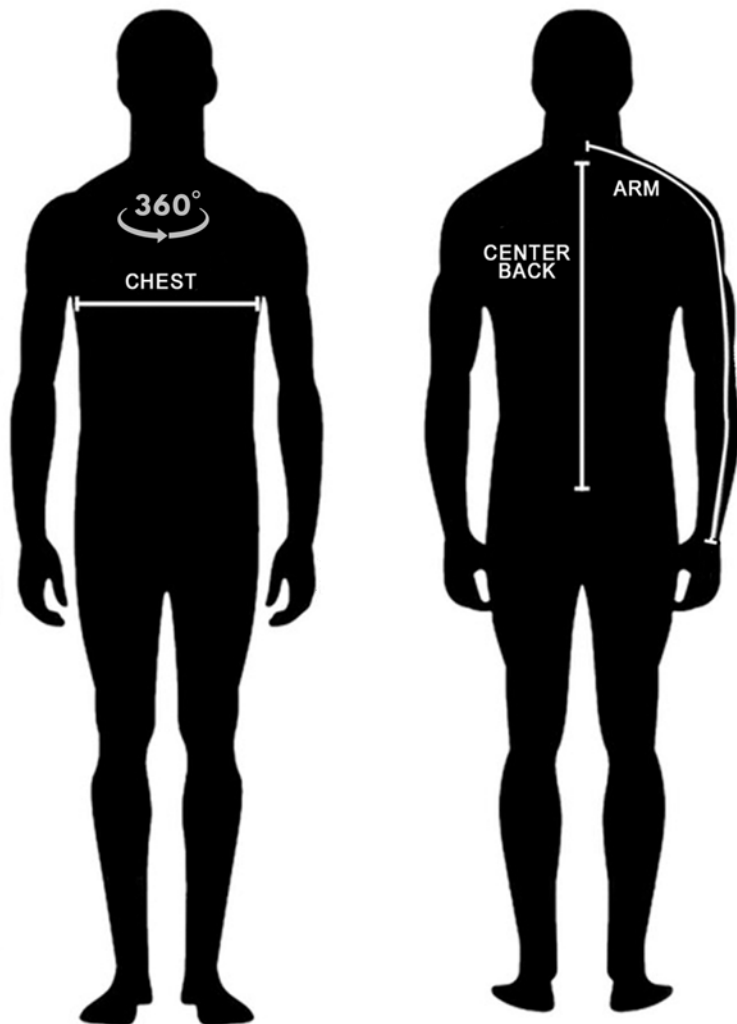
MEASURE FROM THE BASE OF YOUR NECK TO WHERE YOU WANT THE BOTTOM OF THE JACKET TO BE.

JACKETS ARE UNISEX SIZED. GIRLS WITH A FULLER BUST OR WIDER HIPS SHOULD CONSIDER A SIZE UP. FRESHMAN OR SOPHOMORES KEEP IN MIND YOU WILL PROBABLY GROW; CONSIDER THIS WHEN SELECTING YOUR SIZE. THINK ABOUT HOW YOU LIKE YOUR CLOTHING TO FIT. DO YOU LIKE A LOOSE FIT OR A CONTOURED FIT, AND SELECT YOUR SIZE ACCORDINGLY.

CHEST: \_\_\_\_\_

ARM: \_\_\_\_\_

CENTER BACK: \_\_\_\_\_





## LETTER JACKET ORDER FORM

Press firmly. Use medium black or blue ballpoint pen. All orders will be audited and errors corrected.

☒ Male ☒ Female ☒ Jacket Order ☐ Patches w/ Customer Jacket ☐ Loose Patch Order Date    /    /   

FIRST NAME Balfour LAST NAME Student

HOME ADDRESS 9951 Anderson Mill Rd APT. # 104 203097

CITY Austin STATE TX ZIP CODE 78750 AREA CODE 512 PHONE NUMBER 9969082

PARENT'S EMAIL ADDRESS info@centexbalfour.com AREA CODE    CELL / ALT. PHONE NUMBER   

SCHOOL NAME Balfour HS ORGANIZATION Spot/Activity CUSTOMER INITIALS OF BALFOUR JACKET SIZING   

SIZE: (Circle One) YS YM YL XXS X Small Small Medium Large XL 2XL 3XL 4XL 5XL 6XL Other   

SLEEVE ALTERATIONS (circle one) -2 -3 -4 +2 +3 +4 BODY ALTERATION (circle one) -2 -3 -4 +2 +3 +4

JACKET UPGRADE ☒ Leather Sleeves Upgrade \$ Yes ☐ Sailor Collar \$   

1. ALL BALFOUR PATCHES INCLUDE FREE SEW ON TO YOUR JACKET

<input checked="" type="checkbox"/> PREMIUM PACKAGE Jacket w/Letter & Insert(s) Year Date or Free Choice Patch Mascot or Free Choice Patch Straight Script Name w/Tail and Tail Lettering 2 Additional Free Choice Patches <input checked="" type="checkbox"/> PREMIUM PLUS PACKAGE Includes LEATHER SLEEVES	<input type="checkbox"/> DELUXE PACKAGE Jacket w/Letter & Insert(s) Year Date or Free Choice Patch Mascot or Free Choice Patch Straight Script Name w/Tail and Tail Lettering 1 Free Choice Patch	<input type="checkbox"/> ESSENTIAL PACKAGE Jacket w/Letter & Insert(s) Year Date or Free Choice Patch Mascot or Free Choice Patch Script Name on Back Patch	<input type="checkbox"/> SPIRIT PACKAGE Jacket w/Letter & Insert(s) Year Date or Free Choice Patch Mascot or Free Choice Patch PRIDE PACKAGE Jacket w/Letter & Insert(s) Year Date or Free Choice Patch Script Name on Back Patch
--	---	---	--

2. AWARD LETTER: ☒ Make Letter ☐ Loose ☐ No Letter Band

• Insert on Letter:   

3. EMBROIDERED OPTIONS:

NAME ON FRONT CHEST J l a n e

NAME ON BACK COLLAR   

SYMBOL ON COLLAR TIPS:   

MONOGRAM INITIALS ON: ☐ Front Chest ☐ Script ☐ Block F L M (First, Last, Middle)

4. BACK OF JACKET OPTIONS (Script font is the default) ☐ ST Football ☐ ST Basketball ☐ ST Baseball/Volleyball ☐ ST Softball ☐ ST Tennis Ball

☐ Go Wild Back Name Patch:    ☐ Color Burst Back Name Patch:   

☒ Lettering on back D o e  
 (TAIL LETTERING: Available in "Straight Only")  
☒ Add Tail L i f e I s G o o d !  
☒ Add Lettering in Tail or under Bridge

Styles Available with No Tail: ☐ Arched ☐ C R A Z Y B L O C K ☐ BLOCK ☐ Old English ☐ BRIDGE ☐ BOOKENDS  
☐ Chenille Symbols on Name    (Ex: Paws, Stars, etc.) (First, Last, Middle) F L M  
☐ Mascot on back ☐ Large Jersey #'s on back    ☐ Large Chenille Initials on back F L M

5. SLEEVE PATCH CHOICES FOR PACKAGES, ADDING TO PACKAGES, AND INDIVIDUAL ORDERS

Graduation Year Date: 2 - digit <span style="border: 1px solid black; padding: 0 5px;">  </span> 4 - digit <span style="border: 1px solid black; padding: 0 5px;">2021</span>	<input type="checkbox"/> Crazy <input type="checkbox"/> No "class of" sash <input type="checkbox"/> Go Wild - Block <input checked="" type="checkbox"/> Block <input type="checkbox"/> Color Burst <input type="checkbox"/> Go Wild - Crazy <input type="checkbox"/> Block w/Tail Color <span style="border: 1px solid black; padding: 0 5px;">  </span> Pattern Style <span style="border: 1px solid black; padding: 0 5px;">  </span>	<input checked="" type="checkbox"/> Mascot on Sleeve: <span style="border: 1px solid black; padding: 0 5px;">Tiger</span>
---	---	---

5A <span style="border: 1px solid black; padding: 0 5px;">1510-Clarinet</span> Code / Item # <span style="border: 1px solid black; padding: 0 5px;">  </span>	5B <span style="border: 1px solid black; padding: 0 5px;">1519-Lyre</span> Code / Item # <span style="border: 1px solid black; padding: 0 5px;">  </span> <div style="border: 1px solid black; padding: 10px; text-align: center; margin-top: 20px;">                     Band                 </div>	5C <span style="border: 1px solid black; padding: 0 5px;">  </span> Code / Item # <span style="border: 1px solid black; padding: 0 5px;">  </span>
5D <span style="border: 1px solid black; padding: 0 5px;">  </span> Code / Item # <span style="border: 1px solid black; padding: 0 5px;">  </span>	5E <span style="border: 1px solid black; padding: 0 5px;">  </span> Code / Item # <span style="border: 1px solid black; padding: 0 5px;">  </span>	5F <span style="border: 1px solid black; padding: 0 5px;">  </span> Code / Item # <span style="border: 1px solid black; padding: 0 5px;">  </span>

6. SPECIAL INSTRUCTIONS: \* Student Measurements \*

HT: 5'6" WT: 140 Chest: 38" Sleeve: 30" CB: 21" Add'l Sewn On   

7. PAYMENT OPTIONS <input type="checkbox"/> VISA <input type="checkbox"/> MC <input type="checkbox"/> AMEX <input type="checkbox"/> DISCOVER EXPIRATION DATE <span style="border: 1px solid black; padding: 0 5px;">  </span> / <span style="border: 1px solid black; padding: 0 5px;">  </span> / <span style="border: 1px solid black; padding: 0 5px;">  </span>	PRICE <span style="border: 1px solid black; padding: 0 5px;">285.00</span>
ACCOUNT NUMBER <span style="border: 1px solid black; padding: 0 5px;">  </span> / <span style="border: 1px solid black; padding: 0 5px;">  </span> / <span style="border: 1px solid black; padding: 0 5px;">  </span>	+ SHP / HDL <span style="border: 1px solid black; padding: 0 5px;">\$8.95 / 4.95</span>
Print Cardholder's Name <span style="border: 1px solid black; padding: 0 5px;">  </span>	SUBTOTAL <span style="border: 1px solid black; padding: 0 5px;">299.95</span>
<input checked="" type="checkbox"/> Cardholder's Signature Required If cardholder's billing address is different from above student's address, fill out information below.	+ TAX <span style="border: 1px solid black; padding: 0 5px;">24.75</span>
Cardholder's Billing Address <span style="border: 1px solid black; padding: 0 5px;">  </span>	= TOTAL <span style="border: 1px solid black; padding: 0 5px;">324.70</span>
Cardholder agrees payment may be charged before goods are delivered. Custom items are non-refundable.	- DEPOSIT <span style="border: 1px solid black; padding: 0 5px;">  </span>
Centex Balfour 9951 Anderson Mill Road #104 Austin, TX 78750 Phone: 512-996-9082 Email: info@centexbalfour.com	BALANCE DUE <span style="border: 1px solid black; padding: 0 5px;">  </span>

You, the buyer, may cancel this transaction at any time prior to midnight of the third business day after the date of this transaction. See the notice of cancellation form for an explanation of this right. Postal and handling charges may be added.