

+ J.M.J. +

Measurement Form for Square-Neck Surplice

Name: _____

Shipping Address: _____

City, State, Zip: _____

Phone: _____ Email: _____

Fabric Choice: () lightweight linen () medium weight linen () cotton

(Read notes on page 2 for "helpful notations on fabric choice")

Style: () gathered () gathered with front opening and tie () pleated (MUST read PLEATS notation)

Lace: () no lace () on skirt only () on skirt and sleeve () around neck/front opening
skirt lace # _____ sleeve lace # _____ neck/opening lace # _____

Measurements are taken: () from an existing alb or surplice

() of self, wearing my cassock (MUST read special measurement instructions on page 3)

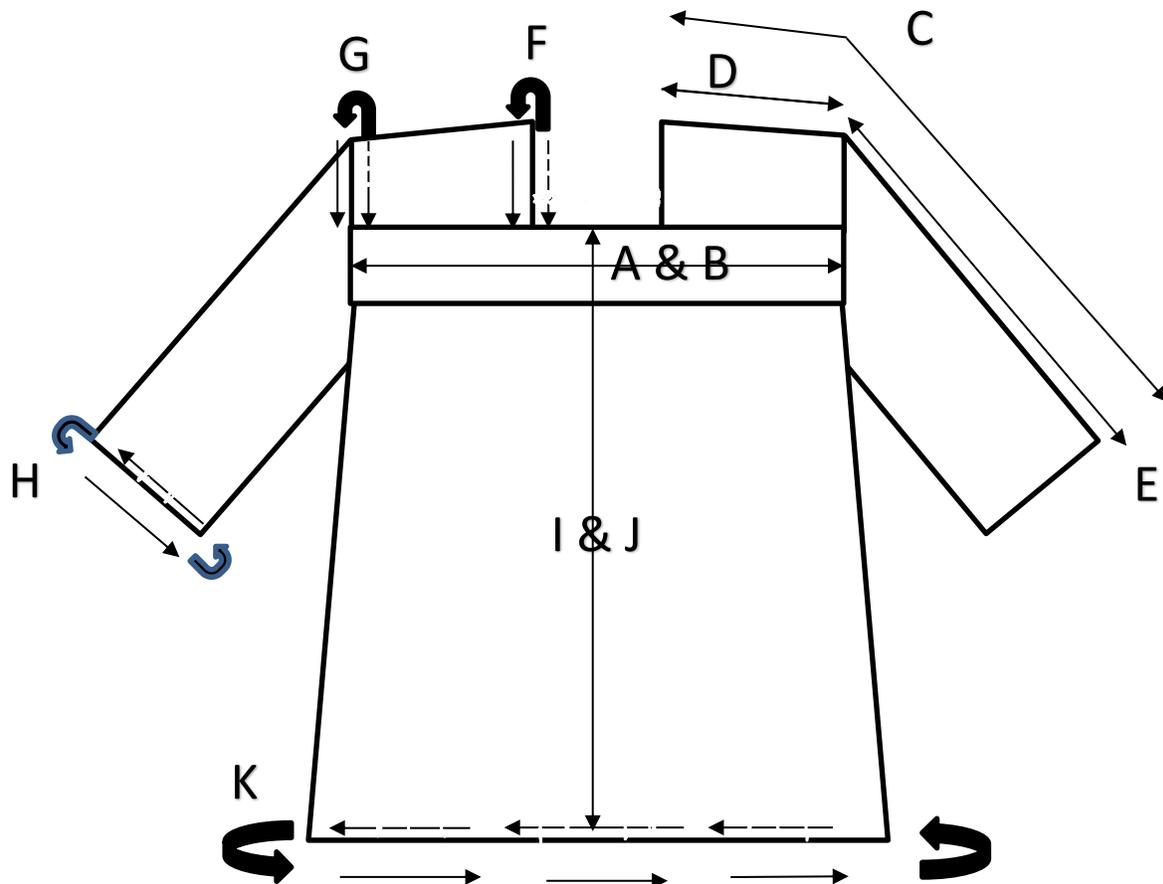
Please refer to the letters and arrows on the picture drawing on page 2 for each measurement.

- A) _____ Front Yoke – from sleeve seam to sleeve seam across the chest
- B) _____ Back Yoke – sleeve seam to sleeve seam across the back *(This should be the same as A)*
- C) _____ Shoulder Band and desired Sleeve Length together
- D) _____ Shoulder Band width *(this measurement is usually about 5")*
- E) _____ Sleeve Length – this measurement equals measurement C minus measurement D
- F) _____ From the top of the 'back' yoke band to the top of the 'front' yoke band near the neck
- G) _____ From the top of the 'back' yoke band to the top of the 'front' yoke band near the sleeve
- H) _____ Sleeve Circumference - measure around an existing surplice sleeve – or – use the standard measurement of 26"
- I) _____ Back length – wearing your 'square-neck' surplice, measure from the top of the yoke band down to desired length
- J) _____ Front length – wearing your 'square-neck' surplice, measure from the top of the yoke band down to desired length *(I and J should be the same)*
- K) _____ Circumference of surplice skirt at edge of hem *(usually about 88" or 92" for large build)*

(_____) Please put an "X" here if you are of a larger build. To provide for a better fit, also send a full-length picture of yourself and the measurement around your hips _____.

You may make a copy of this form, fill it out, and send it to me via email, or just send the measurements through the email (*i.e.*: A – 16", B – 16", C – 5.25", etc.). Take measurements to the nearest quarter of an inch.

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Helpful notations on fabric choice:

Lightweight vs. medium weight linen:

*** The medium weight linen will obviously last longer than the lightweight because of the density due to the high thread count. Medium weight linen is especially recommended for an everyday surplice since it will need to be laundered more often than a high feast surplice that is worn occasionally.

*** The lightweight linen is often used in two situations: a) if you'll be having delicate lace on it; or b) if you get overheated easily.

*** The 100% no-iron cotton has a wrinkle resistant agent on it so it's virtually iron free.

PLEATS notations:

*** Pleats are very sharp and crisp looking, but will require more work to keep them looking that way.

Pleats on a garment made of man-made synthetic fibers like polyester hold very well. But this is not true for the 100% natural fibers such as the linen or the cotton that I use. The pleats will stay in nicely at the top, but eventually will not hold the creased lines as it goes down. It will just fall into soft folds. And this is especially true of the cotton that I use because it is treated with an anti-wrinkle agent, so it will naturally resist any permanent folds. So be aware of this if you are ordering a pleated surplice.

Helpful notations when measuring from an existing surplice:

It's much more accurate if you can take the measurements from an existing alb or surplice that fits you well, most especially if it fits across your chest nicely. You can tell if it fits well by looking at the shoulder bands. The top of the armhole seam should pretty much match up with the armhole seam of your cassock.

- If the shoulder band is hanging down off your shoulders, then the “yoke bands” are too wide. So decrease the measurement you write for A and B accordingly.
- If it’s kind of tight when you raise your arms, then the “yoke bands” are too short. So increase the measurement you write for A and B accordingly.
- If the sleeve or hem lengths are not perfect, just add or subtract accordingly.
- However, if the alb or surplice really doesn’t fit very well, don’t use it! Refer to the notations below for “measurements of self, wearing cassock.”

Helpful notations when taking measurements of self, wearing cassock:

Put a piece of masking tape:

- #1. across your entire chest above or below (whichever you prefer) the second button of your cassock
 - #2. across your back, the same distance down from your shoulders as the tape on the front
 - #3. over your shoulder at the sleeve seam from one piece of masking tape to the other
 - #4. over your shoulder, from one piece of masking tape to the other, 1” to 1.5” away from cassock collar
- The tape is your measuring guide for all measurements except H & K. Consequently, it is **vitaly** important that the masking tapes are properly placed to obtain accurate measurements.

For measurements A and B: Measure from sleeve seam to sleeve seam across the top of masking tape #1 and #2.

For measurement C: From masking tape #4 to desired sleeve length, with arms hanging at your side; keep measuring tape in place for measurement D.

For measurement D: If you moved the measuring tape from taking measurement C, put the measuring tape back in the same position. Look at the measurement at your sleeve seam (Tape #3).

For measurement E: No need to measure, just subtract measurement D from measurement C.

For measurement F: From the top of the back ‘masking tape’ (#2), over your shoulder, to the top of the front ‘masking tape’ (#1), near the neck (Tape #4).

For measurement G: From the top of the back ‘masking tape’ (#2), over your shoulder, to the top of the front ‘masking tape’ (#1), at the sleeve seam (Tape #3).

For measurement H: Use the standard measurement of 26”.

For measurements I and J: Measure from the top of masking tape #1, down to the desired length. Measurements I & J should be the same for this style of surplice because they both begin the same distance down from the top of your shoulder.

One common way to measure for the length is to kneel down; take the measurement from the “top” of masking tape #1 to the floor; then subtract 2”. This ensures that the surplice will not drag on the floor or get under your knees when you kneel down. However, the length of a surplice varies widely, so make the length as long or as short as you prefer.

For measurement K: Use the standard measurement of 88” or 92” for large build

Caring for your linen garment:

***Dry cleaning is recommended by manufacturer. It is highly recommended especially if you have lace on the garment. If you send your garment out to be cleaned, ask the cleaner to wash it in water rather than in dry cleaning fluid – it will be more effective and is better for the fabric.

*** Hand washing is the next best option. Use cold water and a mild detergent. Avoid strong detergents, especially concentrated forms or ones with optical whiteners, bleach, or alkalis. Absolutely NO BLEACHES. Try to use detergents like Le Blanc Linen Wash or Seventh Generation, that do not contain optical whiteners. Stains should be treated individually.

***If needed, you may use a washing machine that does not have an agitator. Use cold water and the most gentle cycle available; for example, the “Hand Wash” cycle. We recommend using the extra rinse option to ensure all detergent is removed, which will prolong the life of the garment.

*** Do not put garment in the dryer! Hang dry, but not in the intense, direct sunlight if drying it outside.

*** It is best to press the garment while still damp. If this is not possible you can spray it with water. Use a hot iron on the “linen” setting with the steam setting turned OFF. Avoid letting the iron remain on one spot to avoid scorching. Move the iron in a constant gentle motion.

Treating stains:

Immediately treat a stain by using Shout or OxiClean or something similar. Lay your garment on a clean towel, and with a washcloth, rub it gently and briefly so as to not rub a hole in the fabric. Rinse it well to remove all of the stain remover. Put it between dry towels or washcloths to absorb the excess moisture. DO NOT ring the linen! If it is still too wet, do not iron over it because it will scorch easily. Then you will have another stain to treat!!! (LOL) Or if the stain did not get completely removed, treat it again BEFORE ironing the garment because heat sets stains.

Pressing your linen garment:

It is best/easiest to press the garment while it’s still a little damp. If this is not possible, you can spray it with water. It’s much handier if you have a spray bottle of water rather than spraying from the iron. Use a hot iron on the "linen" setting. Avoid letting the iron remain on one spot to avoid scorching. Move the iron in a constant, but gentle motion.

Begin with the neckband/shoulder bands. Next iron the sleeves – front and back. Then do the skirt last.

Be careful not to keep ironing for too long of a period of time, as the iron needs to be set upright every so often. If you keep it down for too long, it will start spitting out calcified water which will stain the fabric. If you feel you’ve kept the iron down for too long, make sure that as you lift it up, you move it away from the fabric so the calcified water that is spitting out does not go on your fabric. If this should happen, DO NOT iron over the stain because heat will set it in!!! Immediately treat it according to the instructions given above on treating stains. If the stain spot is still too wet, do not iron over it just yet; finish ironing the rest of the garment and come back to that spot when it is drier. If you iron over it while it is still too wet, it will scorch easily. Then you will have another stain to treat!!! (LOL) Or if the stain did not get completely removed, treat it again BEFORE ironing the rest of the garment.

Let it hang until it is completely dry. You’ll notice that it still looks a bit wrinkled even after ironing it and hanging it to dry. You can leave it as it is, or if you want it really sharp and crisp, iron the garment again but do not spritz with water. Use the linen setting with NO steam - in other words, a "dry" iron.

Caring for your cotton garment:

*** Machine washing is fine as long as it does not have lace on it. If it does, you'll want to hand wash it to preserve the lace!

*** Use cold water, a gentle cycle, and mild detergent. Avoid strong detergents, especially concentrated forms or ones with optical whiteners, bleach, or alkalis. Absolutely NO BLEACHES. Stains should be treated individually.

*** It can be put in the dryer, but only on the most delicate cycle.

*** It's best to remove it while still a little damp, give it a quick press, and hang until completely dry.

Treating stains:

Immediately treat a stain by using Shout or Spray-N-Wash or something similar. Lay your garment on a clean towel, and with a washcloth, rub it gently and briefly so as to not rub a hole in the fabric. Rinse it well to remove all of the stain remover. Put it between dry towels or washcloths to absorb the excess moisture. DO NOT ring the cotton! If it is still too wet, do not iron over it because it will scorch easily. Then you will have another stain to treat!!! (LOL) Or if the stain did not get completely removed, treat it again BEFORE ironing the garment because heat sets stains.

Pressing your cotton garment:

Since this cotton has been treated with an anti-wrinkle agent it will require very little ironing! However, a quick ironing will give it a much sharper and crisp look.

Spray lightly with water and use a hot iron on the "cotton" setting. Avoid letting the iron remain on one spot for too long to avoid scorching. Move the iron in a constant but gentle motion. Begin with the neckband/shoulder bands. Next iron the sleeves – front and back. Then do the skirt last.