

# Monastery Garments Order Form Contract

## To Order Garments Or Habits, You Must Complete Order Form Below

[Click here for How To Order part 2](#)

[Click here for Printable PDF](#)

### To Order Garments Or Habits, You Must Complete Order Form Below & Give Measurements of your Vintage Tunic, Keep A Copy Of All

Please follow all rules & instructions carefully, otherwise it may cause delays; Write your initials in boxes at left of each instruction paragraph below & give measurements of your vintage tunic from your wardrobe or borrow one.

( ) **1 TELEPHONE CALLS, 15 MIN LIMIT:** Telephone calls are the fastest & most convenient way to contact us instead of e-mail. We welcome phone calls. We do not take garment orders over the phone. We do not make verbal contracts, promises or any kind of guarantees over the phone such as regarding garment/habit orders, shipping dates, schedules or alter or cancel, over the phone already existing written contracts, promises, guarantees, order form rules, instructions, etc; Only on our order form. All our customers have prior understanding, her with that they are not to, in any way misconstrue, misrepresent, or hold anything we say over the phone (Except in writing) as a contract, promise or guarantee regarding their garment/habit order or its time, schedule, delivery or any deadline date. Customers are to herein understand that they must write ALL such info on our order form; Not to be given or received over the telephone. We are under NO obligation to recall, record or memorize anything or details customers give us over the phone; Please write everything on the order form. Please try to keep your phone calls per garment order to 15 min. max

( ) **2 DO NOT PROCRASTINATE** If a customer wants to keep phoning us over weeks and months about ordering; continues delaying ordering; please do not spring a "surprise" or "Last minute" rush order on us near your deadline date. Order 2-3 months before your deadline for 2 or more habit sets. Plan your project far ahead!

( ) **3 TWO DAY DISCOUNT:** We can give you this if we receive your payment/order WITHIN two days from the day we quote you this discount by phone not by email; This discount ends 2 days latter, at 6 PM, Pacific Time, the close of the business day in our time zone; if we have not received your payment, nor your initiating a direct deposit or wire transfer or overnight express delivery, the garment(s) or habits(s) will go back up to our regular prices.

( ) **4 USE ADOBE ACROBAT** Print-out this form; We prefer that you use ADOBE ACROBAT program if possible; If not then use a typewriter; If not then use a ball point pen clearly & legible Fill out all of this order form clearly, legibly and completely. Do not send us confusing, unclear, unlegible or contradictory measurements or info; Otherwise it could cause delays of days, weeks or months; Give requested measurements for your vintage tunic in the "Vintage Tunic" form below for an accurate garment fit. Do not write your garment order sizes & info on your check or side or bottom margins of order form. We will leave cuffs on tunic sleeves unfinished/un cuffed for you to complete in your final, accurate fitting/do it yourself. All measurements must be in feet and inches, not centimeters. Keep a copy of your signed order form and send us the signed original.

( ) **5 USE/SEND ONLY OUR PHOTOS:** Do not send any photos, clippings or scans from some other groups' web sites; Select photos of garments/habits in our web pages, galleries or catalog including photo # that you want to order. **WE WORK WITH PHOTOS ONLY FROM OUR DOMAINS & GALLERIES NOT OTHER GROUPS WEB SITES.** For Fastest service & production, call [Customer Service: \(415\) 412-6685](tel:4154126685) 8am-11pm Pacific Time to get the street address to mail your order & payment via US mail, Fed-Ex or UPS. Do not use more than one first name and one last name on order form and in phone calls & email. Otherwise it will cause confusion. Do not send your own separate re-drafted order form instead of this form or one from another company/group. Please use our Monastery Garments order form contract. Keep a copy of your signed order form and send us the signed original.

( ) **6 YOUR PAYMENT METHOD:** We do not accept credit cards or Pay-Pal. Choose one of the following: Check or money order: send via US mail, Fed-Ex or UPS, Bank deposit, funds transfer (no bank fee) or bank wire transfer. Call for details. Do not write a two party check; payable only to one party: **Paul Bernardino**

( ) **7 EXCHANGE/RETURN POLICY:** Any garment/habit orders over \$100, exchange but **no refund.** Exchange or return for refund within 7 days of receiving garment(s) or habit(s) (We can refund only garment orders \$100 or less) provided they have not been used, damaged, soiled, and do not have cosmetic marks, body odor, or house pet hair, etc. We will then sew & send you the exchange/replacement garment/habit within 30 days **AFTER** we receive the unwanted (Not correct fit or style) habit/garment you originally ordered. No refund or exchanges for garments made of fabric sent by customers. No exchange or refund on non-traditional or short, modern, form fitting or semi-form fitting style habits (form fitted from hips upward) & certain liturgical vestments.

( ) **8 SEND US YOUR VINTAGE TUNIC AS A MODEL:** If your garment/habit order includes a tunic, knee length or full length, give measurements of your vintage tunic (lay flat on table or bed) from your wardrobe or borrow one from a friend; Fill in the "Vintage Tunic" form below for your vintage tunic; If you are ordering a multi piece habit set, for better accurate tailoring, we urge you to send us your vintage habit pieces or full habit as a model so we can duplicate the same dementions for any part or all of your habit; **MODERN STYLE NUNS TUNIC/DRESS:** SEND US A NUNS MODEL TUNIC/DRESS; WE **NEED** THIS INFO especially if you are ordering any modern style "**Post Vatican II**" nuns tunic/dress as some styles are form fitted from hips upward (Styles in the Roman Catholic Church prevalent after 1965); If you are ordering a modern style nuns tunic/dress, form fitted from hips upward, you **MUST** send us your vintage tunic/dress model for us to use as a model for an accurate fit; These extra steps will help us to increase the accurate fit & style of the custom tailoring of your garment/habit order. Remember to also state your body measurements on page 2 of the order form; If you are ordering more than 2 garments/habits at a time as a non-rush order, send your order & payment at least 2 months in advance or 2-3 months before the big annual holiday season.

( ) **9 KEEP A COPY OF THE SIGNED ORDER FORM CONTRACT;** It is **VERY IMPORTANT** for you & us for you to keep a copy of your signed order form contract and send us the signed original.

( ) **10** We sew and sell only custom tailored garments & habits; We do not make anything in "one size fits all"; We do mail order only. We do not have a retail shop or show room open to the public. We ship only via U.S.Mail, Fed-Ex or UPS. You must write your sizes (only in feet & inches) & all your info on our order form. We do not make deliveries, house calls or pickups. We will try but cannot guarantee delivery within 7 days of a major holiday. Order early to avoid the inevitable holiday delays during the holiday season. We do not accept credit cards. We do NOT sew embroideries; Available fabric: cotton/poly, 100% poly, 100% cotton, poly/wool, 100% wool; We do NOT make anything out of leather, camel hair, goat hair, hemp, heavy canvas or sheer see through fabric.

( ) **11 SEND US YOUR VINTAGE TUNIC AS A MODEL:** If your garment/habit order includes a tunic, knee length or full length, give measurements of your vintage tunic (lay flat on table, flat bed or carpet) from your wardrobe or borrow one from a friend; Fill in the "**Vintage Tunic**" form below, to give us measurements for your vintage tunic for us to follow as a model; We will return it with your new one; WE **NEED** THIS INFO; These extra steps will help us to increase the accurate fit & style of the custom tailoring of your garment/habit order; Since most of our customers are hundreds or thousands of miles away and are not able to be here for measuring and the final fitting; Or simply send/loan us your vintage tunic; Remember to **ALSO** state your body measurements as requested on page 2 of the order form contract; You **MUST** keep a copy of the signed contract and send us the signed original.

**Please Give Us Your Vintage Tunic Measurements**

Fill In the Form Below; Or simply send us your vintage tunic & any other habit pieces you would like us to follow & use as a model; **please write clearly & legibly.**

We **NEED** this info below for good tailoring accuracy if you are not sending us your vintage tunic or any other vintage habit piece:

Lay your vintage tunic spread out flat on a table, bed or clean carpet; Give lengths & diameters not circumference below:

**LENGTH:** Vertical Length of your vintage tunic from top of arm joint/top of sleeve seam down to bottom of hem:.....

**SHOULDER WIDTH:** Your vintage tunic, Shoulder joint to shoulder joint/Horizontal diameter width at shoulders (not circumference).....

**CHEST/BUST:** Your vintage tunic chest/bust /horizontal diameter (not circumference).....

**ARM PIT TO ARM PIT:** Your vintage tunic horizontal diameter/arm pit to arm pit (not circumference).....

**WAIST:** Your vintage tunic waist /horizontal diameter (**not circumference**).....

**SLEEVE LENGTH:** Your vintage tunic sleeve length/top of sleeve seem down to finished cuffs at wrist.....

( ) **12 OUR CUFFS POLICY:** We will leave cuffs on all tunic sleeves unfinished/un-cuffed for you to finish in your final, accurate fitting/"Do it yourself" or simply use 2 small, hidden, bobby pins, pinned **inside**; Because most of our customers are hundreds or thousands of miles away and are not able to be here for an accurate final fitting of the cuffs at the wrists; We will enclose a printed reminder about this policy when we send you that part of the habit; If you live in a remote area or no one available in your area to finish the cuffs for you, you may make a special request in the cuffs box on page 3 of order form requesting that we finish the cuffs here before shipping; With that, we **cannot** guarantee an accurate length of sleeves on your tunic(s).

**It is VERY IMPORTANT** for all customers to keep a copy of the signed order form contract & send us the signed original; Because we get some customers who do **not** do so; Thus resulting in accumulative, various BIG problems; They forget what they ordered including some of the details or non legible scribbling, don't have a copy to refer to some of the scribble details and unclear statements that they made and are unaware of non-legible (non-legible to us) or confusing, contradictory statements, obscure, unclear, **microscopic** (get overlooked/unreadable) scribbled pen notes that they made on the order form; Thus resulting in us having to spend additional days, weeks and months **trying** to get any clarifications(s) from them via telephone or email etc. Thus causing additional BIG delays; See instruction above on Adobe Acrobat; Avoid using ball point pens if at all possible; Do **not** use led pencils; Do **not** use felt tip pens, any color.

Please do not send us duplicates of your completed order form contract.

If you are ordering 3 or more habits or habit sets, please send us the above completed, signed order forms including the "Vintage Tunic Measurements" form if you are not sending us any sample tunic(s) or habit pieces for us to follow as a model..

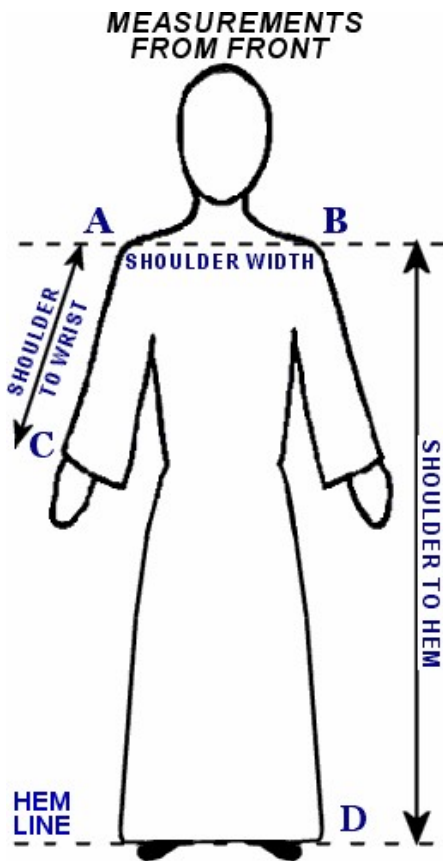
Please make yourself or your Rep. available by phone or email during the entire tailoring & shipping process.

**SEND US FEED BACK SOON:** Please give us **immediate feed back within 7 days**, by phone or email on how you like the garments/habits you ordered & how they fit you and your group; We do **need** to know, soon.

We look forward to custom tailoring for you and your religious order beautiful, highest quality, traditional & glorious religious & monastic habits in the styles of the Roman Catholic, Eastern Orthodox Church, Anglican Church and Lutheran Church traditions.

Quantity	Description Garment Item(s)	Information/Photo #	Unit Price	Amount		
Style	<input type="checkbox"/> Franciscan <input type="checkbox"/> Dominican <input type="checkbox"/> Benedictine <input type="checkbox"/> Carmelite <input type="checkbox"/> Cistercian <input type="checkbox"/> Byzantine	Other:				
Fabric Type: <input type="checkbox"/> Cotton Poly <input type="checkbox"/> 100% Poly <input type="checkbox"/> Poly/Wool <input type="checkbox"/> 100% Wool <input type="checkbox"/> 100% Cotton <input type="checkbox"/> Other?		<input type="checkbox"/> Dress Shirt Thickness <input type="checkbox"/> Dress Suit Thickness <input type="checkbox"/> Denim Thickness <input type="checkbox"/> Blanket thickness: Add \$30-\$50 per habit set				
Stiff Crown Band Color:	Removable Outer Sleeves Color:	Removable Under Sleeves Color:				
Color	Tunic:	Scapular:	Capuche:	Cape:	Top Veil:	Under Veil:
	Rasa:	Coif:	Wimple/Guimpe:	Cuculla:	Work Sleeves:	Undergarment:
(Total body height in feet & inches)		Height:	Neck:	Head:		
Waist:		Bust:	Hips:			
<b>Are you allergic to polyester?</b> <input type="checkbox"/> yes <input type="checkbox"/> no <b>Other fabric allergy?</b>						
Shoulder Width: Shoulder to Shoulder - Front ( <b>A-B</b> in figure below)						
Sleeve Length: From Shoulder Joint to Wrist ( <b>A-C</b> in figure below)						
Vertical length in inches from shoulder joint/top of arm to bottom hem-line/ankle ( <b>B-D</b> in figure below)						
<input type="checkbox"/> Hip Slits / Hand Access						

Pockets: <input type="checkbox"/> Add \$5 Per Side hip pocket ____ <input type="checkbox"/> \$3 Per Chest Pocket ____												
Hood: <input type="checkbox"/> Pointed <input type="checkbox"/> Round <input type="checkbox"/> Semi-stiff Lining Add \$3 <input type="checkbox"/> Stiff, rolled hood: O.F.M. style: \$20 <input type="checkbox"/> Soft/No Lining <input type="checkbox"/> Stiff Lining Add \$5												
RUSH ORDER? Yes <input type="checkbox"/> No <input type="checkbox"/> <b>Your street address is required for a rush order; Phone us first before a rush order.</b> If you NEED any garment/habit for a specific event or ceremony with a calendar deadline date, we URGE you to make this a RUSH ORDER -to help us speed up the whole process for you; If so, you must RUSH us your RUSH ORDER; Payment sent via bank direct deposit, wire transfer, Fed-Ex or UPS overnight express; Send completed order form to our unpublished street address Call us first for details. Your rush order period includes weekdays: Monday thru Friday.; And EXCLUDES weekends & all major holidays; Your rush order period starts clocking the weekday AFTER we receive your payment here. Give garment deadline date: _____ Give ceremony, special event date: _____												
<table border="0"> <tr> <td style="text-align: center;"><b>Single piece, full length or almost full length</b></td> <td style="text-align: center;"><b>Multi-piece garment set, full length or almost full length</b></td> </tr> <tr> <td><b>5 Days</b> <input type="checkbox"/> \$100 @ \$20 per day</td> <td><b>5 Days</b> <input type="checkbox"/> \$150 @ \$30 per day</td> </tr> <tr> <td><b>7 Days</b> <input type="checkbox"/> \$84 @ \$12 per day</td> <td><b>7 Days</b> <input type="checkbox"/> \$140 @ \$20 per day</td> </tr> <tr> <td><b>14 Days</b> <input type="checkbox"/> \$42 @ \$3 per day</td> <td><b>14 Days</b> <input type="checkbox"/> \$70 @ \$5 per day</td> </tr> <tr> <td><b>30 Days</b> <input type="checkbox"/> \$30 @ \$1 per day</td> <td><b>30 Days</b> <input type="checkbox"/> \$60 @ \$2 per day</td> </tr> </table> <p>Your street address is required for rush order. Phone us first, please, before rush order. Allow 31 days-8 weeks <u>or longer</u> for multi-piece habit/garment sets. Make it a rush order if you need it sooner.</p>			<b>Single piece, full length or almost full length</b>	<b>Multi-piece garment set, full length or almost full length</b>	<b>5 Days</b> <input type="checkbox"/> \$100 @ \$20 per day	<b>5 Days</b> <input type="checkbox"/> \$150 @ \$30 per day	<b>7 Days</b> <input type="checkbox"/> \$84 @ \$12 per day	<b>7 Days</b> <input type="checkbox"/> \$140 @ \$20 per day	<b>14 Days</b> <input type="checkbox"/> \$42 @ \$3 per day	<b>14 Days</b> <input type="checkbox"/> \$70 @ \$5 per day	<b>30 Days</b> <input type="checkbox"/> \$30 @ \$1 per day	<b>30 Days</b> <input type="checkbox"/> \$60 @ \$2 per day
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We are monastic tailoring specialists not an express delivery service. We can not be all things to all people; With your signature at end of order form, you herin have prior understanding that, as of 6-23-06, we will try our best but can NOT guarantee delivery on time for your stated deadline date for RUSH ORDER or NON-RUSH ORDER. Try to order 2-3 months before your deadline date. We do NOT ship RUSH ORDERS outside U.S.; Only non-rush orders outside USA.												
U.S.A. Shipping - Call for details	Canada Shipping - Call for details	Overseas Shippings - Call for details										
<b>Shipping / Insurance:</b>		<b>TOTAL COST:</b>										



**All dimensions must be in feet and inches.**

This will be our first price raise since we were founded as Monastery Garments in 1990 by Paul Bernardino, the most dedicated, professional monastic tailor you will ever have the pleasure of meeting or communicating with, and ordering authentic monastic habits & capes from. We strive to fulfill your beautiful dream of truly authentic, traditional monastic habits & capes etc. of the Latin, Orthodox & Anglican Church traditions. True monastic habit authenticity, quality & service is our goal.

**WE LEAVE ALL CUFFS UNFINISHED:** Reminder about cuffs on tunics:  
We leave all cuffs at wrists unfinished/un cuffed; See instructions above; Check/select box below; Cuffs unfinished when shipped:

- ( ) Customer will wear cuffs folded inward (Customer to sew/finish cuffs or simply use 2 hidden bobby pins per cuff)
- ( ) Customer will wear cuffs folded outward (Customer to sew/finish cuffs or simply use 2 hidden bobby pins per cuff)
- ( ) Bell shaped sleeves/cuffs: Add \$10 - \$20 per pair  
Customer's special request:.....

**Customer's Name, Address, Phone, etc.**

Customer Name:	
Ship to Address:	
City:	
State, Zip Code, Country:	
Phone:	E-mail:

Send this completed form to: Paul Bernardino, PO Box 391 Ellis St. San Francisco, California 94102 USA

Customer Service: (415) 412-6685 8am-11pm Pacific Time

The entire order form above must be completed correctly and clearly. Failure to do so may cause delays of days or weeks. Fabric substitution may be needed when an original fabric becomes unavailable. For non rush orders, please allow 4-8 weeks or longer for production and delivery for single piece full length garments, and 4-10 weeks or longer during Oct., Nov, Dec. Closed during all major holidays. Order early to avoid the inevitable holiday season delays. Read rush order instructions. For non rush order multi piece habit/garment sets please allow 5-8 weeks or longer for production and delivery in U.S. For faster service & production, upgrade to a rush order; Please give us email or telephone feedback about how the habit(s) or garment(s) all fit; And if they are to your full satisfaction.

The customer can, at **any time, upgrade** any non-rush order to a **RUSH ORDER** if your non rush order takes longer than originally thought.

Call customer Service: (415) 412-6685 8am-11pm Pacific Time Email: [monks@monasterygarments.com](mailto:monks@monasterygarments.com) Website: [www.monasterygarments.com](http://www.monasterygarments.com) 2017 Paul Bernardino

As a customer here ordering garments, I have been given to understand by verbal reminder from Monastery Garments, and as stated in the above paragraph/footnotes, that any non-rush order **can possibly take 8 weeks or LONGER** to finish and ship in the USA; And that such non-rush order delays are due to a number of factors including tailoring back log, power outage, over booked with orders including rush orders etc. I further understand that I can, at **any time, upgrade** any non-rush order to a **RUSH ORDER** by calling **(TELEPHONE)** Monastery Garments/Monks and Nuns Habits and sending the appropriate RUSH ORDER fee via US mail, direct deposit or overnight express etc. (Call us for details)

I have carefully read and will follow ALL order form instructions and foot notes above, including the additional order form instructions at [How to Order](#)

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

Please give us email or telephone feedback about how the habit(s) or garment(s) all fit; And if they are to your full satisfaction.

The customer can, at **any time, upgrade** any non-rush order to a **RUSH ORDER** if your non rush order takes longer than originally thought.

[Click here for How To Order part 2](#)