

# KELLÉ

## ORDERING INFORMATION

### Delivery Times

Kellé costumes are manufactured especially for you. We schedule your ship date based on when the order and payment is received, your date desired and our current ship date. Please order early for quickest and most flexible delivery. On your order form, please indicate when you would like to receive your order, allowing adequate time for fitting, pictures and enhancements.

If you are working against a deadline, we may be able to help. For current ship date information, contact Kellé at 1-800-707-8333.

Costumes in this catalog are available through September 30, 2017.

### Order Confirmation

Upon placement of your order, you will receive a detailed order confirmation noting your scheduled ship date. Please review your order confirmation and check it against your original order. If there are discrepancies, call the Kellé Customer Relations team at 1-800-707-8333 for resolution and a revised confirmation.

### Changes and Cancellations

Adjustments to your order can be made within 7 business days of the order date listed on your confirmation. Any changes to your order after that period will be treated as a new order and shipped at the current ship date. Cancellations of costumes after the 7-day period will incur a cancellation charge of \$10 per costume.

**Orders scheduled to ship in 14 days or less cannot be changed or cancelled.**

### Exchanges

Kellé accepts new costume returns for size exchange only. We cannot accept for exchange any costumes that are customized; are worn, stained, altered or damaged; or have had appliques or trims applied or removed. Please call Kellé to obtain the required return authorization before sending items for exchange. All size exchanges must be placed within 14 calendar days of receiving your order. The size exchange fee is \$7.50 per costume plus shipping. **Kellé costumes are made-to-order and therefore may not be returned for refund or credit.**

### Payment

When you place your order, we encourage you to pay for it in full as orders will not ship until the total balance is paid. Since studio and personal checks can take up to two weeks to clear, we strongly suggest using a credit card, cashier's check, money order or certified check. We will accept a minimum deposit of 50% for regular orders totaling at least \$500.

### Credit Cards

Kellé accepts Visa, MasterCard, Discover, and American Express. To process credit card payments, we must verify the billing address, expiration date, and the credit card verification (CCV) number.

### Liability

In case of non-delivery by a specific date, Kellé will not be liable or responsible for any damages whatsoever beyond the monies paid by the customer.

### Fabric Samples

Make sure it's what you want. Fabric samples are available upon request. Please contact our Customer Relations team for details.

### It's in the Bag!

Kellé includes reusable drawstring bags with every order to make organizing and distributing your costumes a breeze. Each bag is roomy enough to hold a costume and accessories.

### Shipping

All orders are shipped from Minneapolis, Minnesota. Kellé offers insurance for an additional \$1.00 per \$100. We cannot be responsible for orders lost or damaged during shipping; however, we will do all we can to assist you in handling claims.

Use the chart below to determine your ground shipping cost within the contiguous 48 states. Customers who require shipping to Alaska or Hawaii should contact Kellé regarding their shipping cost.

Order Total	Shipping Cost
\$0 to \$500	\$16.95
\$501 to \$1,500	\$31.95
\$1,501 to \$2,500	\$47.95
\$2,501 to \$3,500	\$59.95
\$3,501 to \$5,000	\$79.95
\$5,001 to \$9,999	\$99.95
\$10,000 and over	Free

**Please call for rates on international or upgraded shipping.**

### Shipping Notification

At Kellé we pride ourselves on delivering every order on time. When an email address is provided to us, you will automatically receive an email with the tracking number when your order ships. If you have any questions regarding your shipment, please contact our Customer Relations team.

### Contact Information

Kellé  
4929 Boone Ave N  
Minneapolis, MN 55428  
USA

1.800.707.8333  
1.800.496.4075 (fax)  
info@kellecompany.com

## Discounts

Discounts are applicable on single orders paid in full at the time the order is placed. Discounts only apply to product shown in the 2017 catalog and do not apply to special orders and shipping charges. Discounts will be calculated based on the postmark date for mailed orders.

Volume Discount			
Merchandise Total	September 1, 2016 to December 15, 2016	December 16, 2016 to January 16, 2017	January 17, 2017 to April 17, 2017
\$1,500 to \$3,500	7%	5%	3%
\$3,501 to \$7,000	9%	7%	4%
\$7,001 to \$12,000	11%	9%	5%
\$12,000 +	13%	11%	7%

## Sizing

At Kellé we know a great fitting costume is important to every dancer. That's why we have combined the latest technology with tried and true pattern expertise to provide you with great fitting costumes. For the best fit, please order using the Kellé size chart. Select the size that most closely matches your student's measurements. If the measurements fall between sizes, it is recommended you order the larger size. The girth will be the most important measurement to follow unless you are ordering separates. Please contact our Customer Relations team with any special sizing questions or concerns.

## Measuring Your Students

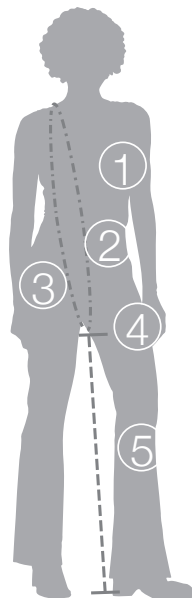
**1. Bust:** With arms relaxed at your sides, measure the fullest part of the bust, keep tape parallel to ground. This will determine your top size.

**2. Waist:** Measure around the narrowest part of your natural waistline.

**3. Hips:** Stand with heels together and measure the fullest part of your hips, keep tape parallel to ground. This will determine your skirt, pant, and short size.

**4. Girth:** Place tape measure at center of shoulder, down the front torso, between the legs, up the back and to the same shoulder, hold tape loosely. This will determine your unitard, biketard, and leotard size.

**5. Inseam:** Measure inside of leg from upper leg to floor. Hold tape loosely.



## Kellé Size Chart - Inches

Size	Bust	Waist	Hips	Girth	Inseam
<b>Children</b>		<b>Girls</b>			
XSC extra small	21-23	19-21	22-24	37-39	21½
SC small	24-25	22-23	25-26	40-43	23½
MC medium	26-27	23½-24	27-29	46-48	26½
LC large	28-30	25-26	30-32	51-54	30
<b>Teen/Adult</b>		<b>Women</b>			
T teen	30½-32	25-26	32½-34	55-58	30¾
SA small adult	32½-34	24-26	34-36	55-58	31¾
MA medium adult	35-37	26½-28	37-39	58½-61½	32¾
LA large adult	38-40	29-30	40-42	62-64	34¾
XLA extra large adult	41-42	31-33	43-44	64¼-66	35¾

Size	Chest	Waist	Girth	Inseam
<b>Children</b>		<b>Boys</b>		
XSC extra small	21-23	19-21	38-40	22
SC small	24-25	22-23	41-44	22½
MC medium	26-27	23½-24	46-49	25½
LC large	28-30	25-26	50-54	28¾
<b>Teen/Adult</b>		<b>Men</b>		
T teen	31-33	27-28	55-58	31
SA small adult	34-36	29-31	59-61	32
MA medium adult	37-39	32-34	62-65	32½
LA large adult	40-43	36-38	66-68	33½
XLA extra large adult	44-46	39-41	69-71	34½

