

# KELLÉ UK

## ORDER INFORMATION

### Welcome to Kellé!

We want to ensure that you will have the best possible experience with us. From the selection of your fashion-driven, cutting-edge costume to the excitement you and your dancers will experience while performing in Kellé costumes on stage. Please use the following guidelines to ensure a smooth ordering process.

### Order Placement

Orders may be placed via email, fax or phone. We are available Monday through Friday 9 am through 5 pm central time.

### 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. We will accept a minimum deposit of 50% for regular orders totaling at least \$500.

Prior to placing your order, notifying your financial institution regarding the upcoming international transaction can eliminate unnecessary delays. All payments must be received via credit card. We accept Visa, Mastercard, American Express, and Discover.

All Kellé pricing will be stated in USD. Your credit card company will convert your charge from USD to GBP at the time of the transaction. There are conversion calculators available online if you would like to know what your Kellé order is in GBP.

### International Fees

International fees include all taxes, tariffs, and brokerage fees to import your costumes. The current rate is 36% of the total price of product being shipped. This charge will appear on your confirmation as "Duties & Taxes."

### 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 763-533-8588 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 appliqués 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. **Kellé costumes are made-to-order and therefore may not be returned for refund or credit.**

### 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.

### 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

Costume manufacturing times may be from 2 to 8 weeks depending on when the order was placed. Shipping from Kellé typically takes approximately 6 to 8 calendar days depending on your exact location and time to process your order through customs.

### Order Total

### Shipping Cost

\$0 to \$500	\$ 61.95
\$501 to \$1,500	\$120.95
\$1,501 to \$2,500	\$175.95
\$2,501 to \$3,500	\$240.95
\$3,501 to \$5,000	\$300.95
\$5,001 to \$6,500	\$370.00
\$6,501 to \$8,000	\$465.00
\$8,001 to \$9,999	\$575.00
\$10,000 and over	6.4%

### 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

763.533.8588  
763.533.8606 (fax)  
uk@kellecompany.com

## Discounts

Discounts apply to single orders paid in full at the time the order is placed. Discounts only apply to product shown in the 2018 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, 2017 to November 30, 2017	December 1, 2017 to January 15, 2018	January 16, 2018 to April 16, 2018
\$2,000 to \$4,000	7%	5%	3%
\$4,001 to \$7,500	9%	7%	4%
\$7,501 to \$12,000	11%	9%	5%
\$12,001 +	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

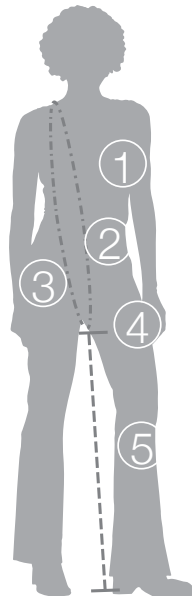
**1. Bust:** With arms relaxed at your sides, measure the fullest part of the bust, keeping tape parallel to ground. This will determine your top size.

**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, keeping 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 point on the 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 - Centimeters

Size	Bust	Waist	Hips	Girth	Inseam
Children		Girls			
XSC extra small	53-58	48-53	56-61	94-99	55
SC small	61-64	56-58	64-66	102-109	60
MC medium	66-69	60-61	69-74	117-122	67
LC large	71-76	64-66	76-81	130-137	76
Teen/Adult		Women			
T teen	77-81	64-66	83-86	140-147	78
SA small adult	83-86	61-66	89-91	140-147	81
MA medium adult	89-94	67-71	94-99	149-156	83
LA large adult	97-102	74-76	102-107	157-163	87
XLA extra large adult	104-107	79-84	109-112	164-168	91

Size	Chest	Waist	Girth	Inseam
Children		Boys		
XSC extra small	53-58	48-53	97-102	56
SC small	61-64	56-58	104-112	57
MC medium	66-69	60-61	117-124	65
LC large	71-76	64-66	127-137	73
Teen/Adult		Men		
T teen	79-84	69-71	140-147	79
SA small adult	86-91	74-79	150-155	81
MA medium adult	94-99	81-86	157-165	83
LA large adult	102-109	91-97	168-173	85
XLA extra large adult	112-117	99-104	175-180	88

ACCOUNT/CUSTOMER #  

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TODAY'S DATE      /   /  


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PHOTO DATE      /   /

SHOW DATE      /   /  


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DATE DESIRED      /   /

**BILL TO**

STUDIO/COMPANY \_\_\_\_\_  
CONTACT \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
POST TOWN \_\_\_\_\_ COUNTY \_\_\_\_\_ POST CODE \_\_\_\_\_  
STUDIO PHONE \_\_\_\_\_ MOBILE PHONE \_\_\_\_\_  
EMAIL \_\_\_\_\_

**SHIP TO**

SAME AS BILLING INFO  
STUDIO/COMPANY \_\_\_\_\_  
CONTACT \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
POST TOWN \_\_\_\_\_ COUNTY \_\_\_\_\_ POST CODE \_\_\_\_\_  
CONTACT PHONE \_\_\_\_\_

pg #	style #	costume/accessory name	color code	CHILD SIZES			unit price	child total	REGULAR SIZES					unit price	regular total	EXTRA LARGE SIZES		line total	
				XSC	SC	MC			LC	T	SA	MA	LA			XLA	unit price		extra large total
9C	8600	Example Line	YEL	1	2	2	49.99	249.95	7	2	10	8	1	52.99	1,483.72	1	62.99	62.99	1,796.66
add your total # of units by size							→								→		= total units pg 1		

## 3

WAYS TO ORDER

PHONE

763.533.8588

FAX

763.533.8606

EMAIL

uk@kellecompany.com

SPECIAL INSTRUCTIONS

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CARD NUMBER

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EXP. DATE

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CCV#

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NAME ON CARD

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Order Total	Shipping Cost
\$0 to \$500	\$ 61.95
\$501 to \$1,500	\$120.95
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\$6,501 to \$8,000	\$465.00
\$8,001 to \$9,999	\$575.00
\$10,000+	6.4%

	USD
total units pg 1 and pg 2	
page 1 total	\$
page 2 total	\$
merchandise subtotal	\$
insurance (\$1.00 per \$100) <small>(optional)</small>	\$
discount <i>(if applicable)</i>	\$
shipping fees	\$
36% duties / taxes	\$
<b>GRAND TOTAL</b>	<b>\$</b>
AMOUNT ENCLOSED	\$
BALANCE DUE	\$

PRICES ARE IN USD

Thank you for your order.