



How to order

(1) New customers - Read Terms & conditions of trade, if agree please sign & back page & return to us or send us an approval email.

(2) Select design from catalogue & decide on colour & fabric

OR

(3) Provide CWD with a design brief, including dance style, music, theme & colour preferences to get a costume design specifically for your piece. Sometimes its easier & quicker to give us a call, if you are in Sydney a design appointment can resolve everything very quickly.

(4) Approve Fabric, design sketch & quote, double check description on quote/invoice to ensure we have understood & recorded exactly what you want.

(5) Measurements/Sizing

Refer to diagram “lady measure” to ensure you know exactly which measurements you need & how they should be taken.

a) Select sizes from the size chart/sample & complete order form. Please note additional costumes/alterations required due to ordering the incorrect size will be charged for, plus additional \$20 “one off” costume fee.

OR

b) Take measurements & complete measurement form – be careful & note the following:

- Be Careful not to pull the tape measure too tightly, it is just to skim the body whilst breathing is relaxed.
- Make special note of children with special requirements – ie. Big bellies, extra long arm, legs, very tall girls. If special patterns/alterations are required a custom pattern charge of \$10 will be incurred.
- Please indicate age group of performers
- Hip measurement – is the “low” hip taken around the biggest part of the bottom, whilst standing with the feet flat on the floor.
- Double check you have included ALL performers including boys – forgotten costumes ordered at the last minute will incur an additional 50% on the price of the costume.

(6) Fax, email or post measurement sheets – Fax number (02) 9939-4334

(7) Pay the 25% fabric deposit – cash, cheque or direct debit.

(8) Production will be 3-4 weeks(low season), 6-8 weeks high season – once deposit & measurements received.

(9) Balance of payment due on or before delivery of costumes.

(10) There is 7 days from receipt of costumes to try them on & resolve issues (if any). Alterations required after 7 days may incur alteration fees.

(11) Happy Performance & Enjoy !

Terms & Conditions of Trade

Thank you for your interest in booking a Dance costume or Studio uniform with Camille Wolfe Design. The following information sets out the terms & conditions of entering into a business agreement with Camille Wolfe Design (CWD). Upon reading & understanding please sign & return to CWD, if you have any further questions or you are ready to book an order, please email us at:

info@camillewolfe.com.au or call/fax on (02) 9939-4334

I. Reserving an order slot

Costume orders should be ordered at least one month in advance. However our business is very seasonal and during the high season, costumes should be scheduled at least three months in advance in order to secure a booking. High season is March to June and again September to November – during these periods we are at maximum production capacity. An order that is scheduled under 1 month is considered a Rush order. *Rush orders are subject to a discretionary additional fee – up to 25% on the quoted catalogue price.* Rush orders must be designs from the existing catalogue as original designs take too long to test & sample during this period.

II. Design & Design Ownership

Design appointments must be made & agreed with Camille, we are not a shop with drop in facilities we are manufacturers.

Costumes designed by CWD specifically for your dance studio remain the property of CWD. Costumes that are jointly designed are still the property of CWD, however we will always consult with each teacher if we are going to sell a similar design to another dance studio.

Designs brought to CWD remain the property of the dance teacher and will not be on sold to other studios without permission of the teacher.

All Costumes include one customized design sketch. Changes to the original design due to change of mind will be charged at \$20 per change.

III. Price

All Catalogue prices are a guideline for costume prices based on manufacturing **5 or more garments using the fabric displayed in the image (usually standard nylon lycra)**. Fancy fabrics such as holograms, foils, wet-looks, velvets, PVC & Prints will be more expensive. “One off” or solo costumes start at \$145 – or will be an additional 20% on the cumulative price of the costume components. (See “Solo” item IV)

Ordering under 5 garments will cost an additional \$20 on the price of the costume. This applies to those late joiners to dance troupes, forgotten people (ie at the last minute added to the group) will be charged at an additional 50% of the price of the costume.

This additional expense is due to basic economies of scale as explained below:

- Per costume it takes double to triple the amount of time to make 1 costume than it does to make 5.
- Fabric suppliers charge cutting fees for small quantities.
- Fabric suppliers also charge double the wholesale price for ordering small quantities.
- Freight to obtain the fabric from each supplier _ charged at \$15-\$20 per delivery.
- More fabric wastage with one off costumes.
- Minimum order of fabric is usually 1m – when often we need less, so we have to purchase more than is needed.

Prices are subject to change without notice at any time. Fluctuations in availability & price of the component fabrics – which are subject to the value of the Australian dollar happen. CWD reserves the right to alter the price of the costume at any time. Alterations to existing designs may incur additional fees – approx \$10 per change.

Prices do not include embellishments such as beading or sequins unless otherwise stated. Application of such embellishments is completed by hand and thus very time consuming & costly. It is recommended that the customers do this themselves.

IV. Solos

- ❖ All solos, duos & trios start at \$145 – this includes:
 - One design consultation & sketch with Camille.
 - Soloists are to come prepared with the teachers design instructions or full permission to accept the design made with Camille.
 - Any changes to agreed design will be charged at \$20 per change.
 - Fabric - Lycra to be chosen from stock available.
 - Fitting & alteration of final custom made garment
 - Alterations requested after fitting will be charged at \$10 for basic alterations (straps, hems etc) & \$20 for more complex alterations.
- ❖ Complex designs not from the catalogue requiring new complex patterns start at \$200. Designs with fringing, sequins, Swarovski crystals etc start at \$200
- ❖ Orders requiring special fabric – will be \$ 145– plus the cost of the fabric & freight.
- ❖ Solos – all solos require a \$50 deposit at the time of design. Costumes are made as per the design. As we are only making to order if the dancer does not like their own design or it doesn't suit them they still have to pay for the costume.
- ❖ Solos are only booked in with CWD once the design is complete & the soloist has had her appointment. Solo costume spots cannot be reserved in advance.
- ❖ A maximum of 60 solo costumes will be booked in the first half of the year before the end of February. Solo costumes booked after this date may incur rush order charges.

V. Quotes

Obligation free quotes are provided free of charge for dance troupes of over 15, quoted prices are subject to change if any elements of the design are changed.

VI. Sampling & testing

Prototype samples for auditions etc are available upon request but are not made for all designs and a cost for an audition/sizing sample will be charged at \$145. This sample can then be used as one of the final garments. Alternatively if you just want a sample for sizing (ie not to keep but simply to help work out children's sizes & test a design) this will be charged at \$80. For Troupes of over 20 dancers a free sizing sample is included in the price of the costume. Original designs, which have been sampled & then not ordered due to change of mind, will be charged at \$145 or the full price of the costume if greater.

VII. Order Confirmation

It is the responsibility of the customer to cross check the invoice & the design sketch & the garment descriptions noted within them. This is our interpretation & record of what we are making. We do not accept responsibility for design/fabric changes not communicated properly or misunderstandings due to the invoices not being read & checked.

The order is confirmed once the customer has read the invoice & seen the design sketch & emailed approval.

VIII. Measurements, Sizing & Fit

1. Sizes range from Children's size 6 to Adults size 16, sizes outside this size range are non-standard and additional fees may be attracted to cover additional fabric costs. The sizes offered are standard Australian sizes and the garments being made are a best fit for the dancer within a size range. The garments are NOT CUSTOMISED COUTURE GARMENTS FOR EACH INDIVIDUAL.
2. Any custom fit request eg top lengths, sleeves, pant hems etc - will be charged an additional \$10 for each garment to cover additional patternmaking costs. – eg if there is a very tall girl or plump girl who needs a special fit.
3. All measurements must be returned using the measurement sheet provided- scraps of paper, emails, customers own spreadsheets etc will not be accepted. You can fax, email (via scan), post or hand deliver the measurement sheets.
4. **As the dance teacher ordering the costumes it is your responsibility to ensure that all dancers who need a costume have one ordered for them, so fill in the measurement sheet whilst checking this off to the class list.**
5. Poor fit of costumes due to errors made in taking measurements are the responsibility of the **customer (dance teacher/studio owner)**. CWD provides a "how to measure" diagram which should be read & understood to ensure the customer takes the correct measurements. Alterations or changes due to incorrect measurements being taken will incur additional fees – approx \$5-\$10

per alteration.

6. The Dance teacher/studio owner is responsible for alteration costs due to incorrect measurements being taken. Alteration costs start at \$10 for basic hems, straps etc up to \$30 for major structural alterations.

7. If a student is away write her or his name on the sheet to make sure they are included. We can guess their size based on another in the class. - PLEASE BE CAREFUL AND REMEMBER THE BOYS!

8. Any errors in ordering or last minute costume orders made after the costumes have already been made will incur a **50% surcharge** on the quoted price of the costume. This will help to cover additional costs of time, freight, making & increased fabric prices that are incurred for the extra one or two costumes to be made. Please note that often the fabric for this extra child will be in a different dye lot and may not match the rest of the group - to search for this can take hours of time. Also we may not have the time to make one of something at the last minute as we have a production schedule to adhere to.

9. Size exchanges or new costumes that need to be made due to incorrect measurements will incur an additional 50% charge on top of the quoted price of the original costume or \$20 whichever is the greater.

10. Alterations due to faults in the fabric or manufacture are completed free of charge, only within 7 days of accepting the costumes. Wear & Tear repairs/alterations after months of wear will be charged at \$10 for basic alterations up to \$30 for structural alterations.

X. Fabric Deposit & Final Payment

1. Once the order has been accepted by both parties CWD will raise an invoice & email it to the customer.

2. A 25% fabric deposit is always taken prior to manufacture, with the balance to be paid prior to delivery of the garments.

3. NO GARMENTS WILL BE DELIVERED BEFORE PAYMENT HAS CLEARED OUR BANK ACCOUNT.

4. The dance teacher or dance studio ordering the costume/s is personally responsible for paying the full amount of the costume bill. Money's lost or not collected from students will have to be paid for personally by the studio or dance teacher. The measurement sheet provided contains a column for marking off as each student has paid for their costume. A recommendation is for each student to bring their payment in with an envelope with their name on it.

5. Dancer's that quit after the costume & fabric has been ordered are liable to pay for the balance of the costume if the costume has already been made. If fabric has only been ordered, they are liable for the 25% deposit.

6. Payment can be made via cheque, cash, money order or Direct debit - directly into our bank account.

7. Banking details are as follows – **always quote studio name & invoice # in payment details.**

Account Name: Camille Wolfe Design
Bank: ANZ
BSB: 012-243
Account no: 494-971-949

XI. Production:

Allow 3-4 weeks for manufacture of the garments from the receipt of the fabric deposit. Except during concert & eisteddfod periods – where production is based on a first in first served basis and production can be up to 6-10 weeks due the huge volume of work to complete. Order early to avoid disappointment.

XII. Delivery:

Local customers can arrange an appointment to pick up the costumes from the CWD design studio.

Interstate/regional customers can have their garments shipped via Australia Post or Couriers please. Costs are dependant on weight – but a basic guide is below:

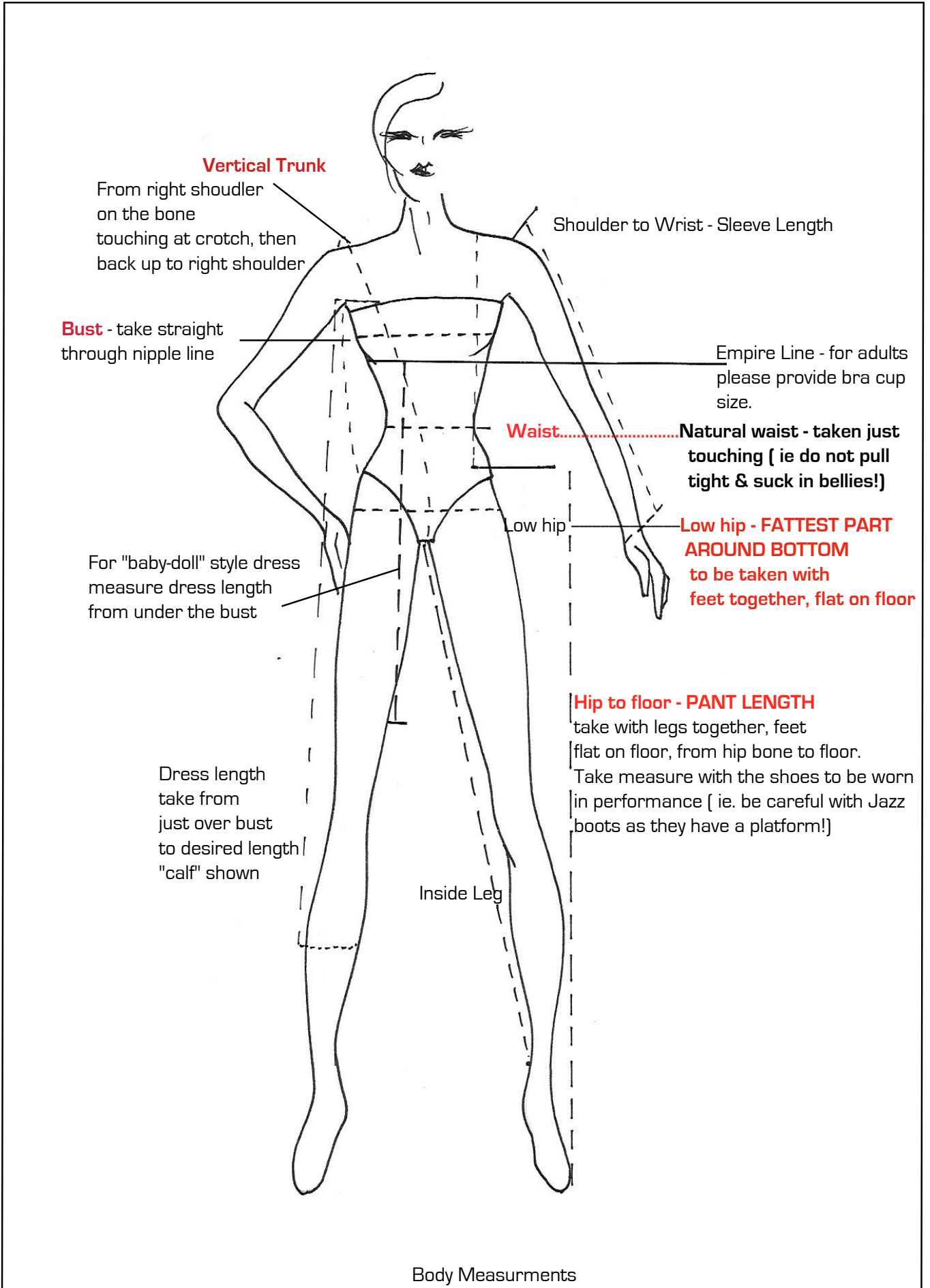
1-3 garments – 500gm Express post bag (PO Box & house address only)	\$ 10.00
4-5 garments – 3kg Express post bag (PO Box & house address only)	\$ 15.00
10 or more garments – 5kg+ Courier - Sydney	\$ 15.00
Multiple groups - 10kg+ Courier – Sydney	\$ 25.00
Interstate – City	\$ 25.00
Interstate/ Country	\$ 35.00

XIII. Receipt of Costumes & trying on:

Customers must check the fit & quality of the garments within 7 days of receiving them. Any issues or problems raised after 7 days will be considered wear & tear alterations & will be charged for accordingly.

Adjustment of straps, hems etc for custom fit for each child are **NOT** included in the price of the garment - please remember and explain to your students this is not custom made for each child - it is best fit within a size range.

Signed: _____ Date: _____



Size chart

Kids Sizing Rules:

Where most of the measurements lie - then that is the size

Check Vertical trunk - might be tall & skinny = push up a size - put in size of Vertical trunk

If most of the measurements are above the middle - push them up a size as they will grow

Plump children require a looser fit - go up a size - please make a discreet note next to such children and alterations to the patterns can be made especially for them, charge \$10 per alteration.



CHILDRENS		6c		8c				10c			12c			14c	
Chest	55	58	59	60	62	63	64	66	67	69	71	72	73	74	77
Waist	55	54	55	56	57	58	59	60	61	62	63	64	65	68	74
Hip *	58	60	62	63	65	67	68	68	70	71	73	77	78	80	84
Vertical trunk	100	105	109	110	112	116	117	120	124	125	129	130	131	135	137

ADULTS		8		10				12			14			16	
Chest	78	80	82	83	85	87	88	90	92	93	95	97	98	100	102
Waist	65	67	69	70	72	74	75	77	79	80	82	84	85	87	89
Hip *	85	88	92	93	95	97	98	100	102	103	105	107	108	110	112
Vertical trunk	138	142	145	146	150	155	155	158	161	162	166	170	171	174	179

Adult Sizing rules

If within many sizes - go up or down a size - depending on if is in the smaller range or larger range

Check for Long bodies - ie might be 12L - but long body = 14L

WHEN IN DOUBT - GO UP A SIZE - BETTER TO BE TOO BIG THAN TOO SMALL

If not confident with sizing - please just take measurements and we will allocate sizes accordingly

