



UNIFORM PROGRAM GENERAL INSTRUCTIONS

How to order

Option 1 Complete the order form and fax it directly to Utility Garments at 1 800 668-8488 or contact customer services at 1 888 668-8489.

Option 2 Order online via the supplier's website:

- a) Go to utilitygarments.ca
- b) Choose the language
- c) Click **Catalogue for Clients** (in the menu on the left), and then the link under the NAPA AutoCare logo
- d) Enter the username (your AutoCare number) and password (your shop's postal code in lower case and without spaces)
- e) Browse the uniform program and place your order

Size chart

Before placing your order, take your measurements keeping the tape measure flat and comfortably loose. Refer to our size chart to ensure the right fit. To help us serve you better, please enter your staff's measurements in the designated area on the order form.

Utility Garments warranty

Utility Garments stands behind the quality of its uniforms. Utility Garments will repair and/or replace any defective clothing at its own expense. We suggest trying on all items when you receive your order. Garments that have been used, soiled, modified, or embroidered are not returnable (for a change of size or a credit).

Merchandise Returns

Garments with defects are returnable. Garments that are not the correct size or have been shipped to the wrong address may also be returned. Claims must be faxed within ten (10) days of receipt of the order. Returns are accepted within thirty (30) days of the delivery date and must include the duly completed return form. Returns should be shipped to:

Utility Garments
Customer Service
7160 Clark Street
Montreal, QC H2S 3G4
Telephone: 1 888 668-8489
Fax: 1 800 668-8488

It is recommended that you destroy any documents or order forms from previous programs.



SIZE CHART

How to choose the right size of clothing

Before ordering your uniforms, take your measurements carefully with a measuring tape, directly against the body without tightening. Compare your measurements to the ones indicated in the chart below and order your size accordingly.

Note: Two sleeve sizes are available for men shirts (regular at 33" and large at 35"). Please specify your size when ordering.

MEN

SHIRTS - POLOS - SWEATER - JACKETS - VESTS


Ordering sizes	XS		S		M		L		XL		XXL		3XL		4XL		5XL		6XL	
Neck measurements	13	13½	14	14½	15	15½	16	16½	17	17½	18	18½	19	19½	20	20½	21	21½	22	22½
Chest measurements	30	32	34	36	38	40	42	44	46	48	50	52	54	56	58	60	62	64	66	68

PANTS - BERMUDAS - BELTS

Ordering sizes	24	26	28	30	32	34	36	38	40	42	44	46	48	50	52	54	56	58	60	62
Hip measurements	30	32	34	36	38	40	42	44	46	48	50	52	54	56	58	60	62	64	66	68

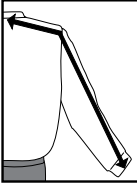
How to take your measurements

Neck



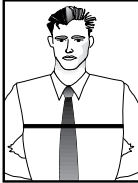
Measure around neck. Tape should be comfortable snug.

Sleeve length



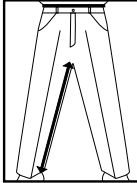
Measure from center of outside collar, over the shoulder and pass the elbow, down outside of arm, to point where sleeve should end.

Chest



Measure over shirt. Under arms, around the fullest part of chest and shoulder blades.

Waist and Inseam



Measure over shirt at the height you normally wear your pants and measure from crotch to top of shoe.

WOMEN

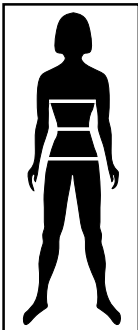
BLOUSES - POLOS - SWEATER - VESTS

Ordering sizes	XS		S		M		L		XL		XXL		3XL	
Chest measurements	35	36	37	38	39½	41	43	45	47	49	51	53	55	57
Waist measurements	26	27	28	29	30½	32	34	36	38	40	42	44	46	48

PANTS - BERMUDAS - BELTS

Ordering sizes	4	6	8	10	12	14	16	18	20	22	24	26	28	30
Waist measurements	26	27	28	29	30½	32	34	36	38	40	42	44	46	48
Hip measurements	37	38	39	40	41½	43	45	47	49	51	53	55	57	59

How to take your measurements



Chest
Measure under arms, around fullest part of bust and shoulder blades.
Important: "Bust" does not mean bra size.

Waist
Measure around natural waistline.

Hips
Measure around fullest part, about 7 inches below natural waistline.

Pants length
Measure from waist to top of shoe.