

## MEASURING INSTRUCTIONS

The **comfort** and **fit** of your uniform depend on **accurate sizing**.

The following instructions are designed to help you obtain **precise body measurements** that will be used by our system to recommend your garment sizes.

### BASIC GUIDELINES

- **Have your measurements taken by another person.** It is almost impossible to take accurate measurements by yourself.
- **Wear a tight-fitting top and a pair of lightweight pants that fit well** and have a regular waistband. **You should NOT wear low-rise pants.**
- **Remove your belt and jewellery**, including your watch, rings, bracelets and necklaces.
- **Empty your pockets.**
- **If you have long hair it should be hanging down**, not pinned or tied back.
- **Remove your shoes and wear socks that you normally wear for work.**
- **Stand straight and still, with your arms hanging comfortably.**
- **Do not hold your breath.**

### GUIDELINES FOR TAKING MEASUREMENTS

- **Do not tighten the tape, or leave too much slack.**
- **Do NOT estimate measurements.** If a reading falls between two lines on the tape, always take the larger measurement.
- **Do NOT augment the measurements taken.** Logistik's sizing system and garment designs already provide ample room for ease of movement.

### NEED HELP?

Call Logistik Customer Service at 1-888-326-8688 or 450-349-9700.

These instructions are also available on our website.

### HEAD

1. Wrap the **tape around the widest point of the head, just above the ears** (Figures 1A and 1B).
2. Take the measurement on the forehead, near the temple (Figure 1B).

The measurement is the number that lines up with the edge of the tape (Figure 1C).

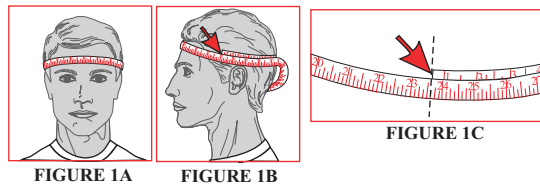


FIGURE 1A

FIGURE 1B

FIGURE 1C

### NECK

(Use one of the following methods)

**Method 1** (recommended)

1. Take a dress shirt (with collar and buttons) that fits you well when the top button is fastened.
2. Unbutton the shirt and place it flat on a table, with the collar open (Figure 2A).
3. Measure the **distance from the centre of the buttonhole to the centre of the button** (Figures 2A and 2B).

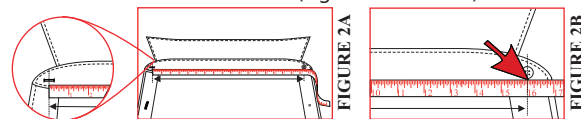


FIGURE 2A

FIGURE 2B

**Method 2** (taken directly against the skin)

1. Wrap the tape **around the base of the neck**.
2. At the front of the neck, where the top button would be located if a collar were buttoned up, **cross the leading edge of the tape over the length of the tape** at a 90° angle, **making a "V"** (Figures 2C and 2D). You should be able to **insert a finger between the tape and the skin**, at this location (Figure 2D).

The measurement is the number that lines up with the bottom of the edge of the tape (Figure 2D).

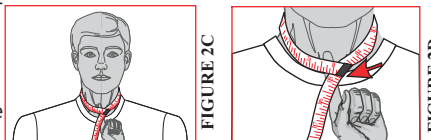


FIGURE 2C

FIGURE 2D

### CHEST

1. Wrap the **tape under the arms, around the widest part of the chest, just under the shoulder blades** (Figure 3A). The **tape must be parallel to the floor and snug**, though not tight.

The measurement is the number that lines up with the edge of the tape (Figure 3B).

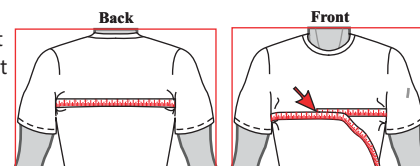


FIGURE 3A

FIGURE 3B

### WAIST

(Use one of the following methods)

**Method 1** (recommended)

1. Take a pair of dress pants that have a waistband and that fit well when fastened. **Do NOT use low-rise pants.**
2. Lay the pants flat on a table, with the waistband fully fastened.
3. Measure the **distance from one side seam to the other** (Figure 4A).
4. **Double the number** of inches recorded to obtain the waist measurement.

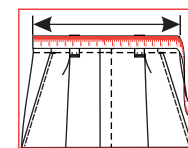


FIGURE 4A

**Method 2**

1. Wrap the **tape around the body (NOT over the pants), at waist level** (Figures 4B and 4C). The **tape must be parallel to the floor and fit snugly rather than tightly against the body.**

The measurement is the number that lines up with the edge of the tape (Figure 4C).

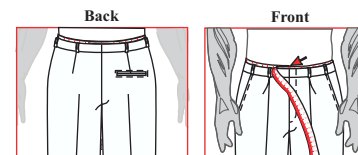


FIGURE 4B

FIGURE 4C

### HIPS

**Arms crossed and feet together**

1. Wrap the **tape around the fullest part of the seat** (Figure 5A). The **tape must be parallel to the floor and fit snugly rather than tightly against the body.**

The measurement is the number that lines up with the edge of the tape (Figure 5B).

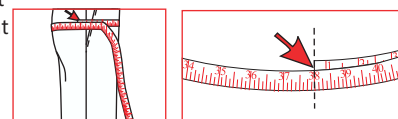


FIGURE 5A

FIGURE 5B

### SLEEVE LENGTH

**Right arm raised to the side and bent at the elbow** to bring the **hand toward the chest**, with the **palm facing downwards**. The **forearm should be parallel to the floor** and the **tip of the middle finger should be aligned with the centre of the chest**.

1. Place the **leading edge of the tape in the middle of the upper back, at the base of the neck** (Figure 6A).
2. Wrap the **tape across the shoulder, around the elbow and along the arm, up to the wrist** (Figure 6B).

The measurement is the number that lines up just past the small bump in the wrist (Figure 6B).

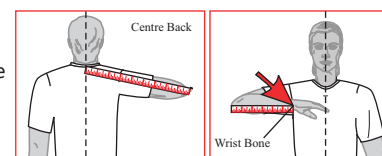


FIGURE 6A

FIGURE 6B

### HAND

**Dominant hand** (e.g. if right-handed measure the right hand)

1. Starting **under the hand** (Figure 7A), wrap the tape **around the hand**, excluding the thumb and **across the top of the knuckles** (Figure 7B).
2. Holding the tape in place, instruct the person to **clench his or her fist**, and **allow the tape to adjust itself to fit snugly rather than tightly** (Figure 7B).

The measurement is the number that lines up with the edge of the tape (Figure 7B).



FIGURE 7A

FIGURE 7B

### OUTSEAM

(Use one of the following methods)

**Method 1** (recommended)

1. Take a pair of dress pants that have a waistband and that fit well and are the right length. **Do NOT use low-rise pants.**
2. Lay the pants on a table with the waistband fastened and the side seam facing up.
3. Measure the **distance from the top of the waistband to the bottom of the trouser leg, along the outer seam**. (Figure 8).

The measurement is the number that lines up with the bottom of the pants.

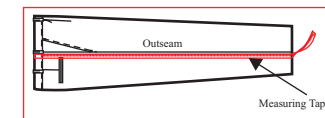


FIGURE 8

**Method 2**

1. Place the **leading edge of the tape to the side of the torso, at the waistline**.
2. Run the **length of the tape down along the leg**. The measurement is the number that lines up with the floor.

### FOOT

Use the **foot measuring device** provided by Logistik; follow the indicated instructions.

### HEIGHT

(Use one of the following methods)

**Method 1** (recommended)

**Standing with back against a wall, heels together**

1. Place a flat, rigid tool (e.g. wooden ruler) on top of the head to form a 90° angle with the wall.
2. Place the leading edge of the tape at this spot and measure the **distance in a straight line to the floor**.

**Method 2** (approximate to within 1 inch or 2.5 cm of accuracy)

**Arms stretched out sideways at shoulder height**

1. Place the leading edge of the tape at the tip of the middle finger of one hand and measure, in straight line, the **distance across the back to the tip of the other hand's middle finger**.

