



2024

Customer Info Pack
JOSEPHINE SCOTT
LONDON

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Size Chart

2023 / 2024

	4	6	8	10	12	14	16	18*	20*	22*
UK	4	6	8	10	12	14	16	18*	20*	22*
EUR	32	34	36	38	40	42	44	46	48	50
US	1	2	4	6	8	10	12	14	16	18
BUST	30	32	34	36	38	40	42	44	46	49
WAIST	23 1/2	24 1/2	26	28	29	31	33	35	37	40
HIP	35	36	37 1/2	39	40 1/2	43	44 1/2	47	49	52
BICEP	10 3/4	11 1/2	11 7/8	12 1/4	12 5/8	13	13 5/8	14 1/4	14 5/8	15 1/8

*10% charge applies from size 18 on specified styles

STANDARD LENGTHS

Measurements from natural waist to hem

Sheath, Fluted, Bias-cut gowns	46"
A-line, Fishtail	46"
Full A-Line, Fit & Flare	47"
Ballgowns	48"

ALL MEASUREMENTS ARE IN INCHES

NOTICE: Please use this measurement chart as a guideline to assist in determining the most appropriate size to order. Please note that in the process of manufacturing a handmade gown, actual gown measurements may vary +/- 10%. It should also be noted that not all brides will proportionally follow our standard measurement chart. We suggest in this case to evaluate the style's fit points and order accordingly, i.e. a bride's hip measurements may be of little consequence when ordering styles with a full or wide A-line skirt, but may be of particular importance with a straight column styled skirt. Some alterations may be necessary to achieve an individual custom fit.

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Customisation & Surcharge 2023 / 2024

CHANGES

Zip to lace-up back	£ 80.00*
Add buttons over zip (loops extra £20)	£ 50.00*
Add buttons over zip down to train (loops extra £20)	£ 90.00*
Add buttons from bottom of zip down to train	£ 60.00*
Change in pattern	£100.00* (extra charge may apply)
Skirt length – up to 4"	£ 60.00*
Skirt length – more than 4"	£ 80.00*
Add a layer of glitter tulle or sequined tulle	£ 150.00*
Add a layer of frosted tulle	£ 100.00*
Change to Modest bodice	£ 100.00*

***ALL CUSTOMISATION ARE SUBJECT TO A £50 ADMIN CHARGE IN ADDITION TO REQUESTED CHANGE**

MADE TO MEASURE

MTM with calico* (whole dress with calico - Measurements only)	£ 250.00
Bodice with calico*	£ 150.00
Dress MTM (NO calico*, 2 MEASUREMENTS)	£ 150.00
Dress MTM (NO calico*, 3 MEASUREMENTS)	£ 200.00
SPLIT SIZE	£ 140.00

*Calico service is introduced not to eliminate alterations but to help with the fit better

SKETCH

Sketch of bespoke changes	£ 150.00
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EXTRA TRAIN LENGTH:

12" - £ 80.00*	30" - £ 110.00*
18" - £ 90.00*	36" - £ 120.00*
24" - £ 100.00*	40" - £ 130.00*

DELIVERY TIME

STANDARD: 12 – 16 weeks for a standard dress

STANDARD WITH CUSTOM: 14 – 20 weeks with custom changes

RUSH DELIVERY

4 - 5 weeks delivery £ 200	8 - 9 weeks delivery £ 160
6 - 7 weeks delivery £ 180	10 - 11 weeks delivery £ 140

DELIVERY CHARGE*

England & Wales	£ 12.00 - £ 19.00
Scotland & Northern Ireland	£ 15.00 - £ 25.00
EU & Jersey	£ 40.00 - £ 70.00
USA	£ 50.00+ (price varies per shipment)

*Varies on size of gown and box. Average 2 dresses /small box and 5 dresses/ large box

SAMPLE LOAN

£ 30.00 + VAT - per dress for the bride to try on (inc delivery)
£ 70.00 + VAT - per box for designer weekends / shows (inc delivery)
(Note:// Samples are size 8)

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Return Authorization Form 2022

Invoice number _____

Gown _____

Please check the following boxes as they apply to the above gown:

- This gown is **free** of STAINS
- This gown is **free** of SNAGS
- The **Swing Tag** is attached to the gown
- All labels **remain** in the gown
- No alterations** have been done on this gown

All gowns must return to Josephine Scott in resalable condition unless defects are reported to Josephine Scott prior to returning the gown. Reports may be made by phone or via this form upon return with the gown.

Please DO NOT use pins to mark the location of a defect as they may damage the gown in transit. Please instead use tape or stickers.

Please prepare gown for safe shipping. Wrapping beadwork in tissue paper is recommended. Bagging gowns in plastic prior to boxing is also recommended.

In the event this form is not returned with the gown, Josephine Scott will inspect the gown for damage. If unreported damage is found, the gown will be returned to the bridal shop.

Notes: _____

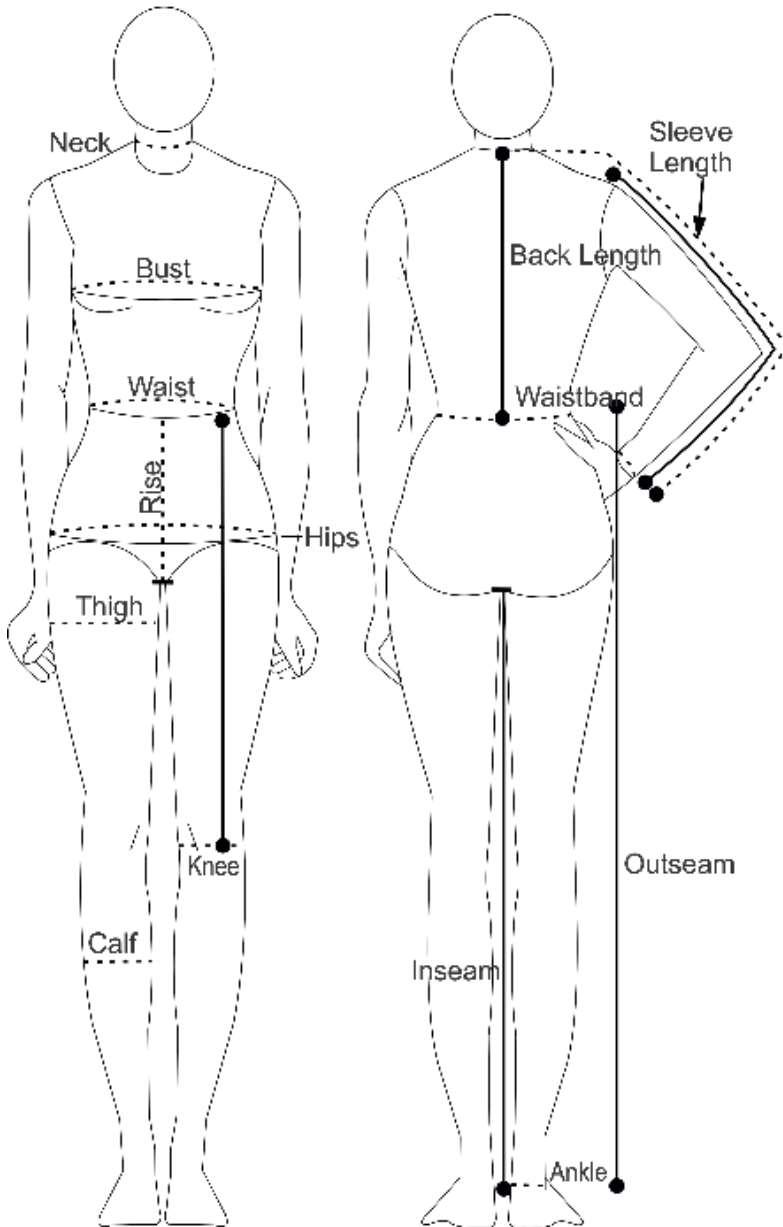
**Once the RA number has been issued, please be sure the item leaves your office within 1 week. The RA number will expire in 14 calendar days and the package may not be accepted into the warehouse.
Josephine Scott Ltd, The Granary, Dunstable Road, Markyate, AL3 8QL**

By signing below, I accept the terms and conditions stated above

Signature _____

Date _____

Made-to-Measure chart 2022



Date::	
Brides Name:	
D.o.W:	
Height	
Bust (padded bra worn)	
Bra size	
Cup Size	
Waist	
Hip	
Top Hip	
Across Chest	
Across Back	
Under Bust	
Outer Arm	
Centre S to BP	
Centre S over BP to WL	
BP to BP	
CF WL to Hem	
CB from Nape to WL	
Neck	
CB WL to end of train	

Disclaimer:

** THERE IS A STRICT NO REFUND POLICY ON THIS SO ANY ISSUES WITH THE MEASURING PROCESS SHOULD BE DISCUSSED VIA EMAIL to Josephine@josephinescott.co.uk OR CALL +447766903789

Please note: All purchases and orders are final and we run a strict NO REFUND POLICY. Josephine Scott does not accept exchanges, refunds or cancellations on any garment orders or other services rendered, as each item is made to fit the clients ordering all specification. All sales between us and our clients are final. You are also not able to make changes to your design once production starts, so we strongly advise that any changes you wish to make to your design, must be done during the pre-production stage.

a) Made-to-measure garments are bespoke orders. Please be aware that garment sizes are made according to client's specification and measurements either accurately taken and recorded by JOSEPHINE SCOTT or sent over to us by clients.

b) After sales order 50% pro-forma deposit has been received and production of garment commences, Josephine Scott CANNOT AND WILL NOT accept any responsibility in respect of any changes which may occur in client's size and body shape. Please note: That if customers have a significant change in body shape or weight following the order and production of their garment, it is the clients responsibility to inform Josephine Scott as soon as possible. It is not policy to take in garments by any more than one dress size (maximum 2") as this could adversely affect the style and look of the gown. It is at the customers risk if more than this is required to be taken in. Do not hesitate to contact us if you are unsure about anything that pertains to your measurements. Josephine Scott will not be held responsible for any sizing/ fitting mishaps caused by inaccurate measurements.

How to Order 2022

We are working hard behind the scenes to get a new Online ordering portal linked to our website up and running by early 2023. More information to follow soon!

In the meantime, please use either **email orders to: orders@josephinescott.co.uk** or call **Josephine directly on 07766903789.**

Please advise the following information for orders;

- **Boutique Name and name of person ordering**
- **Brides Name**
- **Brides Wedding date**
- **Dress Name / style no**
- **Size**
- **Colour**
- **Customisations / special requests** (refer to info pack for options and charges)
- **Made-to-Measure form if required**

Customisations, special requests and bespoke orders;

Please note ALL gowns with **20**** style numbers have ALL customisation options. Gowns with **10** and 30**** style numbers are on request only.

For changes to style, please print out image of front/ side / back of gown and draw changes to gowns, accompanied by bullet point notes... and feel free to call us directly to discuss. We are able and happy to help brides achieve their perfect gown, the more detailed and accurate information you can provide upfront will help us ensure the gown is exactly as required.

Confirmation;

Once we have received your order email/ call. We will email a confirmation with pro-forma invoice. Please check carefully and advise if any queries. If correct, we will accept 50% deposit as your confirmation of order.

Delivery;

Our standard delivery is **12-16 weeks**. Rush orders are available from as little as 4-6 weeks with surcharge (refer to info pack).

Note:// Because of Chinese New Year, orders placed in January, may likely be closer to 16-18 weeks.

Stock;

We do carry limited stock. Please call to ask if required for quick delivery - if we can, we will!

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Image Downloads
2022