

1 HOW TO ORDER

Step 1 Ordering

- You will find the order form on **page 04** of this pdf and our terms and conditions on **page 05**
- Make photocopies and use a separate order form for each staff member.
- Make sure each order form is completed with all the required information and that you have an official order number from your company.
- Make sure our terms and conditions are signed and accepted by an authorised signatory.

2

Step 2 Send your order

Send your order and our signed terms and conditions to us by email, fax or post.

POSTAL ADDRESS

P.O. Box 3180 , Cape Town
8000 South Africa

TEL +27 (21) 447 1290

FAX +27 (21) 447 3540

E-MAIL sales@imagemakers.co.za

5

Step 5 Check your order

We will email you the proforma order, so you can rest easy that we have captured it correctly, and that all company invoicing details are correct.

6

Step 6 Manufacturing

Your order will be sent to our factory for manufacturing.



3

Step 3 Order Acknowledgement

The day we receive your order, we will let you know by email that it has been received and we will then begin to process it.



4

Step 4 Capturing

Your order will be captured and checked by our sales team, and after making sure there are no garment queries, it will be handed over to our debtors department for approval.



7

Step 7 Packing

We will pack your order and then despatch via courier to you.



8

Step 8 Re-ordering

Follow the same procedure for new staff members



MEASURE UP FOR A GREAT FIT

Step 1:

Don't guess your size!
Use a tape measure and ask a friend to help.

A. BUST

Measurement over the biggest part of the bust.



Step 2:

Take your measurements while standing in a natural position.

B. HIP

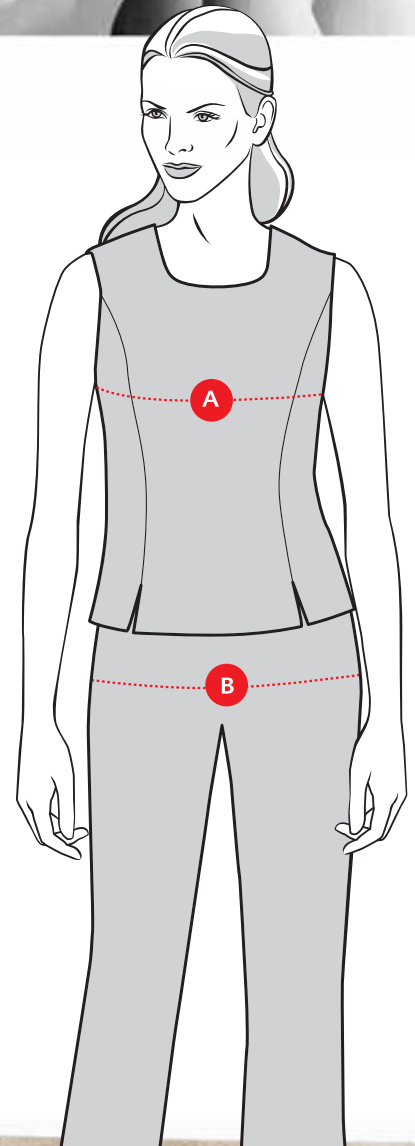
Measurement over the fullest part of your bottom/thighs.



Step 3:

Compare your measurements with the chart below.

If your size falls between two sizes, we recommend that you choose the larger size.



Size Chart for all...jackets, blouses and tops

Garment size	28	30	32	34	36	38	40	42	44	46	48	PLUS SIZES		
	4	6	8	10	12	14	16	18	20	22	24	50	52	54
BUST measurement in centimeters	78 - 81	81 - 85	85 - 89	89 - 94	94 - 99	99 - 104	104 - 109	110 - 115	116 - 121	122 - 127	128 - 133	134 - 139	140 - 145	146 - 151
HIP measurement in centimeters	84 - 88	88 - 92	92 - 96	96 - 101	101 - 106	106 - 111	111 - 116	117 - 122	123 - 128	129 - 134	135 - 140	141 - 146	147 - 152	153 - 158

Size Chart for all...skirts and slax

Garment size	28	30	32	34	36	38	40	42	44	46	48	PLUS SIZES		
	4	6	8	10	12	14	16	18	20	22	24	50	52	54
HIP measurement in centimeters	84 - 88	88 - 92	92 - 96	96 - 101	101 - 106	106 - 111	111 - 116	117 - 122	123 - 128	129 - 134	135 - 140	141 - 146	147 - 152	153 - 158

COMPANY NAME:

DATE: COMPANY REG.No.:

CO-ORDINATOR NAME:

ACCOUNTS CONTACT:

POSTAL ADDRESS:

ACCOUNTS POSTAL ADDRESS:

CO. TEL:() CO. FAX: ()

ACC. TEL: () ACC. FAX: ()

COMPANY EMAIL:

ACC. EMAIL:

TERMS AND CONDITIONS OF SALE FOR BUSINESS AND PRIVATE ORDERS

These terms and conditions of sale shall apply to all Orders placed by the Purchaser. The Purchaser acknowledges that these terms and conditions govern all orders placed by it at any time and from time and as such constitute a binding agreement between the Purchaser and Imagemakers (Pty) Ltd or its assigns (IMA) upon acceptance of an order by IMA.

DEFINITIONS

Order(s) the request made by the Purchaser or its agent to IMA for the sale and delivery of certain Corporate Wear garments to the Purchaser, the details of which are contained either on the reverse side hereof or on any document requesting the supply of such garments, including additional, supplementary, and repeat orders. Purchaser: the party placing an order with IMA or on whose behalf such order is placed and who is identified as such on the reverse side hereof. IMA Imagemakers (Pty) Limited, Reg. No. 1982/009616/07 of 21 Queenspark Avenue, Salt River Cape Town or its assigns.

ALTERATIONS

The sizes and lengths of the garments, as more fully reflected and specified in the catalogue, constitute the only sizes and lengths that are manufactured as part of the IMA Corporate Wear Collection and accordingly, exceptions will not be made should such sizes or lengths not match the requirements of the Purchaser. Notwithstanding the above provision, should any particular garment be of an inappropriate size or length, IMA may agree to alternative arrangements that may meet the Purchaser's requirements. IMA shall have the right, without notice and from time to time, to withdraw, modify, or alter the styles, fabrics and colours of any of its styles without incurring any liability.

AGREEMENT

This document contains the entire agreement between the parties relating to the Orders and no party shall be bound by any undertaking, representation, warranty, promise or the like not recorded herein. No amendment of this agreement will constitute a novation of any of the terms of this agreement unless reduced to writing and signed by the Purchaser and IMA. This agreement and all matters relating hereto shall be dealt with in accordance with the laws of South Africa.

RETURNS

In as much as each garment is delivered with detailed care instructions attached to it, IMA shall not be responsible for any damage that may be caused to the garments due to incorrect laundering or general poor care.

PRICE

The prices reflected in the IMA Corporate Wear Price List, are exclusive of VAT and are applicable to all Orders, completed, signed and received by IMA on or before the validity date as reflected in the Price List. Notwithstanding the above provision, IMA may, in its sole discretion and without notice to the Purchaser, alter the prices and validity dated without incurring any obligation prior to acceptance of an Order. The prices exclude the costs of the delivery of the garments to the customers at its designated delivery address.

BREACH

Should the Purchaser breach any of the terms of this agreement or fail to make payment on due date of any monies owing by it to IMA, IMA may, without prejudice to any other rights which it may have in law, cancel the agreement without any prior notice to the Purchaser and claim any damages it may have suffered as a result of such breach, or claim payment of all monies which are owing to it. The Purchaser will be liable for all expenses incurred by IMA in exercising any rights arising out of a breach of the Purchaser's obligation or failure to pay any monies due by it, including legal charges as between attorney and own client, collection charges and tracing fees.

CREDIT INFORMATION

The Purchaser hereby consents to Imagemakers (Pty) Limited on its assigns or verifying any application for credit made by the Purchaser to Imagemakers (Pty) Limited or for any of the purposes contemplated by the National Credit Act, 34 of 2006 or the regulations made in terms of such Act.

SIGNATORY

Should the signatory hereto be a representative of the Purchaser, the signatory warrants that he/she is the duly authorised signatory of the Purchaser and that he/she may bind the Purchaser. The signatory by his/her signature hereto hereby binds himself/herself as surety and co-principal debtor in solidum with the Purchaser to and in favour of IMA for payment of all sums of money which may at any time be owing by the Purchaser to IMA in terms of any Order and which sums shall include all interest and any other charges that the Purchaser is liable to pay to IMA.

PAYMENT

The Purchaser shall pay for the garments in full, before they are despatched from IMA, as agreed between IMA and the purchaser in respect of each specific order. Should the Purchaser fail to pay IMA for the garments, IMA may suspend the delivery of further orders until all sums which are due have been paid. Should the Purchaser cancel an Order, IMA may charge the Purchaser a cancellation fee not exceeding 50% of the Purchase Price. All overdue amounts due by the Purchaser to IMA in respect of unpaid Orders shall bear interest at the rate of 2% above the prime bank overdraft rate charged by ABSA Bank, from time to time, to its preferred customers, from due date until date of payment. The Purchaser shall not be entitled to attach any condition whatsoever to any payment made to IMA, including the condition that any payment is made and tendered in full and final settlement. If the Purchaser attaches any such condition, IMA will be entitled to accept payment on account and to exercise its rights in terms hereof as if no such condition had been attached.

FORCE MAJEURE

Should IMA be unable to perform any of its obligations as a result of forces beyond its control from any cause whatsoever, IMA shall be entitled, at its option, to cancel this agreement or to suspend performance of its obligations hereunder and shall not be liable for any loss or damage, consequential or otherwise resulting from such cancellation or suspension.

OWNERSHIP AND DELIVERY

Ownership of the garments ordered by the Purchaser shall remain vested in IMA and shall not pass to the Purchaser until IMA receives payment for the garments in full. While IMA shall use its best endeavours to adhere to any specified delivery date, it shall not be bound by such date and accepts no responsibility for any loss, expense, or any other damages of whatsoever nature that may result from any delay in delivery.

GENERAL

The Purchaser chooses as its domicilium citandi et executandi for all purposes hereunder, the physical address given by the Purchaser on any Order form. The Purchaser consents and submits to the jurisdiction of the Magistrates Court in respect of all actions or proceedings arising out of this agreement, notwithstanding that the amount of such claim may exceed the jurisdiction of such court. IMA shall however not be precluded from instituting any action against the Purchaser in the High Court of South Africa. IMA will be entitled to verify the information contained in the Order and generally to make whatever enquiries it deems necessary. A certificate signed by any manager of IMA (whose appointment need not be proved) as to the amount due and payable by the Purchaser to IMA in respect of capital, interest and/or any other amount, and as to any details of any purchase or Order, will be prima facie proof of the correctness of the contents thereof and shall be sufficient for the purposes of enabling IMA to obtain summary judgment or provisional sentence against the Purchaser or the signatory. No amendment, variation, addition, alteration or consensual cancellation of an Order or any term of this agreement by the Purchaser shall be of any force of effect unless recorded in writing and signed and agreed to by IMA. No Waiver of any of the terms and conditions of this agreement will be binding, for any purpose, unless reduced to writing and signed by such party. Any such Waiver will only relate to that specific Waiver and be for no other purpose.

RELEASE

All garments displayed in the IMA Corporate Wear catalogue are subject to availability. IMA shall be released from the obligation to deliver any particular items of the Order if, for any good reason, it is unable to supply and deliver same to the Purchaser. In such event, IMA shall not be liable for any loss of profit or damages, direct or indirect, consequential or otherwise that the Purchaser may suffer. Such release shall in no way affect or detract from the Purchaser's obligation to pay for the remainder of the items reflected in the Order that are supplied and delivered to the Purchaser.

RISK

Notwithstanding the reservations of ownership as set out above, all risk in and to the garments shall pass to the Purchaser upon delivery.

I / WE ACKNOWLEDGE THE ABOVE AND DO HEREBY CONFIRM OUR ORDER IN ACCORDANCE WITH SUCH CONDITIONS.

.....
CO-ORDINATOR SIGNATURE

.....
(DIRECTOR/MEMBER WHO WARRENTS THAT HE IS DULY AUTHORIZED THERETO) SIGNATURE

We appreciate your order, please complete this form and fax it to us, to speed up the processing of your order.



IMAGEMAKERS[®]
corporate wear

order confirmation form

VAT NO. 4230113054 REG NO. 1982/009616/07

COMPANY NAME	TEL No.	FAX No.
INVOICE ADDRESS		
CO-ORDINATOR NAME	ACCOUNT DEPT CONTACT	
ORDER NUMBER	ACCOUNT DEPT TEL No.	
YOUR VAT NUMBER	E-MAIL	
YOUR COMPANY REGISTRATION NO.	NO OF PAGES ATTACHED	

IMPORTANT: All garments are made to order, cancellation or changes to orders will only be accepted, provided that they are received, in writing, and are not in the production cycle yet.

COMPANY ORDERS & PRIVATE ORDERS

- Orders placed officially on behalf of a company, must be accompanied by an official company order number and will be accepted by Imagemakers in accordance with our terms and conditions found on page 142.
- Orders placed on behalf of individuals in their capacity must be accompanied by full payment.
- You can order any combination of sizes, styles and colours, provided they are listed in the current catalogue. However, there is a **minimum quantity of 3 garments per order.**
- Terms and conditions of sale for business and private orders apply, as per Catalogue Ref. 17 and subsequent brochures.

PAYMENT TERMS

For South African based companies:

- After manufacturing, full payment is to be made before Imagemakers can despatch your order.
- For orders over a certain value, a 50% deposit is payable on placing the order, and 50% is payable after manufacturing, before Imagemakers can despatch your order. Please refer to our price list for order values requiring deposits.

For NON South African based companies:

- Full payment is required on placing the order, before production can start.
Please Note: Unless ordered from our stock range, All garments are manufactured, in available styles/colours/sizes, specifically to order.

PRICE LIST

- All prices are quoted: exclusive of VAT. Prices and styles are as per current price list.
- All prices are quoted: excluding postage / packaging.
- Styles are only available in sizes as stated in the style reference pages inside the catalogue.
- Prices may change prior to confirmation of order, as they are based on current fabric costs and are subject to fluctuating exchange rates, Imagemakers will advise.

DELIVERY

Delivery can be expected within 6 - 8 weeks of the date of order confirmation, unless otherwise advised.

Imagemakers cannot, however, be held responsible for delivery delays brought about by unforeseen circumstances beyond our control. For example: Delays in fabric delivery, strikes, etc. Customers shall not be entitled to cancel such order on the basis of late delivery.

- The delivery charge per garment must be included for postage/packaging. Refer to Price List for delivery charges.
- Orders are delivered by courier service, post or other. (This applies for South Africa only.)
- Should you confirm in writing that you make your own arrangements, for collection of the goods at our premises, no postage will be charged.
- NOTE: There is a minimum delivery charge per order, refer to price list.

CONTINUITY

All garments are made to order. **Please note that slight variations in colour may occur, due to different fabric batches.**

Imagemakers continuously develop and update their ranges and reserve the right to withdraw / replace existing fabrics, styles, colours and designs.

GARMENT CARE

- Imagemakers do not make alterations to any of their garments.
- Imagemakers can not be held responsible for changes in garments resulting from washing/laundry procedure other than those specified, or the mistreatment of garments.
- Imagemakers can not be held responsible for garments which do not fit as result of a change in an individuals body measurements between the date of order and that of delivery.

I / WE ACKNOWLEDGE THE ABOVE AND DO HEREBY CONFIRM OUR ORDER IN ACCORDANCE WITH SUCH CONDITIONS.

AUTHORISED BY		
CO-ORDINATOR SIGNATURE		FINANCIAL MANAGER SIGNATURE
CO-ORDINATOR NAME	COMPANY STAMP	FINANCIAL MANAGER NAME