

## TO HELP US FIT YOU CORRECTLY

Your Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
 Address: \_\_\_\_\_ State: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
 Present Shoe or Boot Size: \_\_\_\_\_ Width: \_\_\_\_\_  
**Your Order:** Shoe or Boot Style: \_\_\_\_\_ Toe Style: \_\_\_\_\_ Sole Type: \_\_\_\_\_  
 Heel Style: \_\_\_\_\_ Leather Type: \_\_\_\_\_ Color: \_\_\_\_\_  
 Comments: \_\_\_\_\_

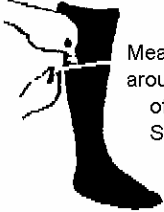


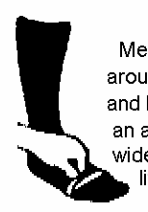
### INSTRUCTIONS FOR TRACING and MEASURING YOUR LEGS & FEET

Work in a **standing position**, wearing the appropriate hose or socks. It is recommended that you do not wear a heavy sock. **Have someone else measure your feet.** If you bend to do it yourself, you may shift your weight on your feet and change the size. If you wear **orthotics**, please measure your feet with them in place, **except** for the heel measurement.

- Using a separate sheet of paper for each foot, place your foot on the paper on a solid surface. You will need to make two tracings of each foot and both of these tracing will be on the same sheet of paper. **1st** is the FOOT TRACING - hold the pencil 90 degrees upright and draw around each foot in a single line. **2nd** is the FOOT PRINT - hold the pencil at a 45 degree angle starting at the ball area continuing around to the other side. At the arch, be certain to reach the pencil underneath the foot to trace the arch. Repeat above for the other foot on a separate sheet of paper. When done you it will look like two footprints on each page one inside of the other.
- If you know that you have a **flat foot**, please check here. \_\_\_\_\_
- As measurements are taken, keep weight on the foot and keep the measuring tape snug but not tight. You will need a measuring tape to take the measurements.
  - For the Ankle Measurement, measure around the ankle holding the tape just above the ankle bone.

Left Ankle: \_\_\_\_\_ Right Ankle: \_\_\_\_\_

- The leg measurement will be the position on the leg where the bottom of the scallop of the boot will be (skip this part for shoe boots or dance shoes). We need to know circumference of the leg at that position, As an example, for a Dusti, Vicki, Joyce, Debbie or Cheyenne boot take the measurement at 10 inches, since these boots are 13" in height with a 3" scallop. For a Tammy or Marci, with a 3" scallop measure at 7". For a Lacey - use 5 1/2". For a Kacey – use 11 1/2". For a Karen - use 14 1/2". Measure the required distance for the type of boot that you want, from the floor and up the leg. At that position measure the circumference. Record the measurement for each leg in the chart below.
- Complete the rest of the chart and answer the questions below using the directions provided.

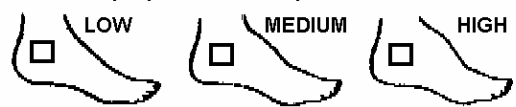
 <p><b>LEG</b> Measure all the way around leg at bottom of the scallop. See 3b above.</p>	 <p><b>HEEL</b> Measure all the way around base of heel and where the foot bends, under the ankle bones.</p>	 <p><b>LOW INSTEP</b> Measure all the way around in front of side bone and over instep bone on top of foot.</p>	 <p><b>BALL</b> Measure all the way around over big toe and little joints at an angle to get the widest part - use a little tension on tape</p>
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**HIGH INSTEP**  
Measure all the way around the foot from just below the bend on the ankle to the mark on the diagram.



PLEASE COMPLETE					
	LEG	HEEL	LOW INSTEP	BALL	HIGH INSTEP
LEFT					
RIGHT					

WHICH INSTEP DO YOU HAVE?  
(CHECK ONE)



- When finished mail the completed form to our address above. Do not send us a fax or do not scan and send via e-mail.
- Date: \_\_\_\_\_