



# SAPPHIRE

## CORPORATE SOLUTIONS

*Crafting Business Success.*

### Sapphire's guide on how to

# Measure to Fit



Measure  
Your Body

1



Match to  
Table

2



Add to  
Basket

3

# Introduction

## Which Size is Right for Me?

The days when a Medium size in one store was the same Medium size in another are long gone, and if you look at your closet you probably have items all across the clothing size spectrum. So how do you know which size is right for you? We have put together a guide to assist you with finding the right size for you.

## General Rules of Thumb

Although many people think that taking accurate body measurements yourself is super hard, it's really not – all you have to do is know exactly where to place the tape measure and the rest will follow. Here are some easy-to-follow instructions for measuring your body:

- Use a clothing tape measure for maximum accuracy
- Make sure the tape is level and neither too tight nor too loose
- When possible, measure on bare skin, not over clothes

## Find your Fit

Please use the sizing chart (table) to work out your correct size when choosing your garments.

**Please note:** The size grid shows the actual body measurement that the garment will fit, and not the garment measurement!

What should you measure:

- **Chest or bust** - this measurement is used for tops and dresses
- **Waist** - this measurement is used for tops, dresses and bottoms
- **Hips** - this measurement is used for bottoms and sometimes for dresses
- **Inseam (Inside leg)** - This measurement is used for trousers and jeans
- **Neck** - this measurement is commonly used for sizing men's dress shirts
- **Arm (Sleeve)** - Sleeve measurement is often used for sizing men's dress shirts

# How to Measure for Men's Clothing

1

When measuring yourself for an article of men's clothing, the most important measurements to take are chest, waist, hip circumference, as well as neck size, arm's length, and potentially shoulder width.

**A Neck:** To measure your neck, place the tape at the base where your neck connects to your shoulders. This should be just below your Adam's apple. Assume a relaxed position and look forward. Put one finger between the tape and your body to ensure the collar isn't too snug.

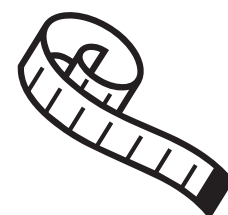
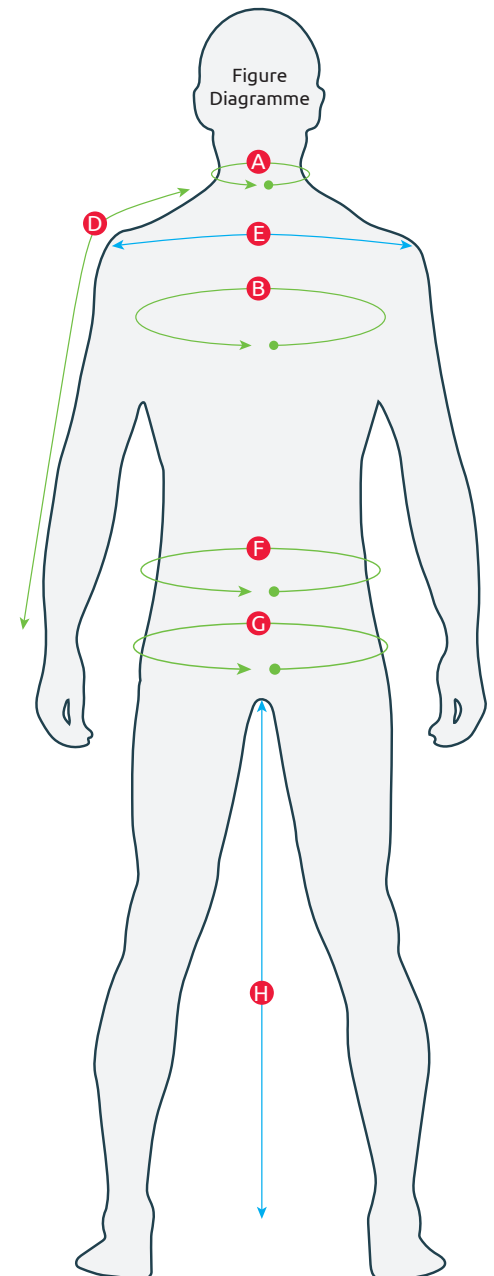
**B Chest:** Wrap the tape measure beneath your armpits and around the widest part of your chest and shoulder blades. If someone is helping you, relax both of your arms down – this will help you to keep the chest in a natural state

**D Sleeve length:** Again, you might want to ask a friend to help you with this. Measurements should be taken from the back by placing one end of the tape at the middle of your neck and running it down your shoulder all the way to the "meaty" part of your palm, i.e. the thenar. This will ensure you have freedom of movement when you bend your arms.

**E Shoulder width:** This one is best taken with a partner or you can take a favorite shirt that fits nicely and measure it. Measure from the back, not the front. Place one end of the tape measure at the point where the horizontal part of the shoulder and the vertical part of the arm meet. Then run the tape across your back mimicking the natural curve of your shoulders.

**F Waist:** Locate your natural waistline by bending towards one side and finding the crease. Then, place the tape measure around your waist making sure it's not too loose or too snug. Also, make sure that it wraps evenly around your waist. For a standard fit, put one finger between the tape and your body when you measure.

**G H Hip and inseam:** Measuring the hip and inseam for men's pants or shorts is the same as for women. For hip, wrap around the fullest part of your hips and buttocks. For the inseam, run the tape down from your groin to your lower ankle.



Around

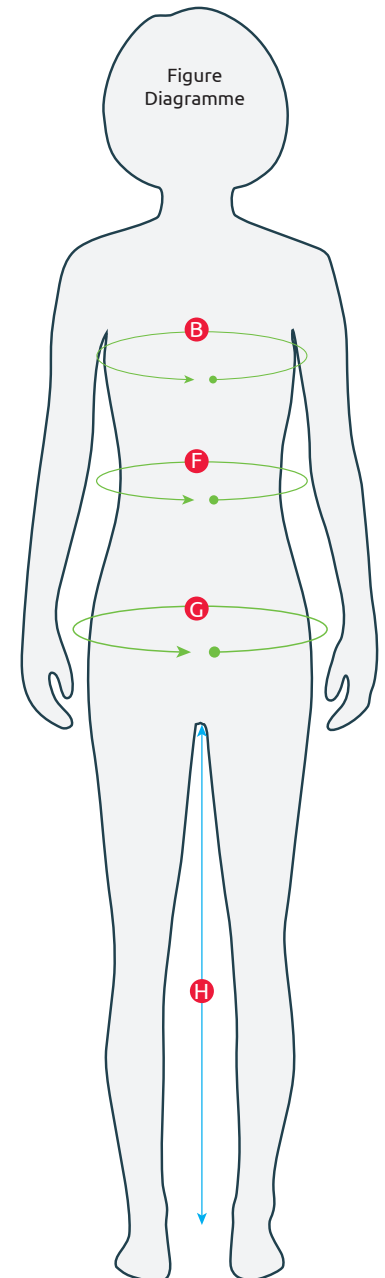
Across

# How to Measure for Women's Clothing

1

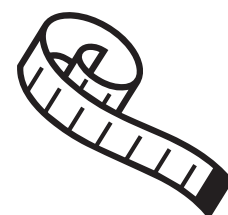
When measuring yourself for a piece of women's clothing, the most important measurements to take are bust, waist, and hip circumference, as well as the inseam length for pants.

- B Bust:** Place one end of the tape measure at the fullest part of your bust and wrap it around going under your armpits and shoulder blades back to the front. Keep the tape snug but not too tight. Pro tip: wear a non-padded bra to get the most accurate measurements.
- F Waist:** Wrap the tape measure around your natural waistline, which is located about 2 inches (5 cm) above your belly button. To check, bend to one side – the crease that forms is your natural waistline. Don't suck in your stomach as this will give you inaccurate results.
- G Hip:** Stand straight with your feet together and measure around the fullest part of your hips and buttocks, about 8 inches (20 cm) below your waist. Use a mirror to make sure the tape is as level as possible. You can also take measurements of your thigh by locating the fullest part of your thigh and wrapping the tape measure around from front to back.
- H Inseam:** Inseam is the distance from the uppermost inner part of your thigh to the bottom of your ankle. You can cheat by measuring the distance from the crotch to the hem of a favorite and best-fitting pair of pants you already own.



The following guide is available to download at the below link:

[https://sapplive.co.za/wp-content/uploads/2019/08/SCS\\_Measure\\_to\\_Fit.pdf](https://sapplive.co.za/wp-content/uploads/2019/08/SCS_Measure_to_Fit.pdf)



Around

Across

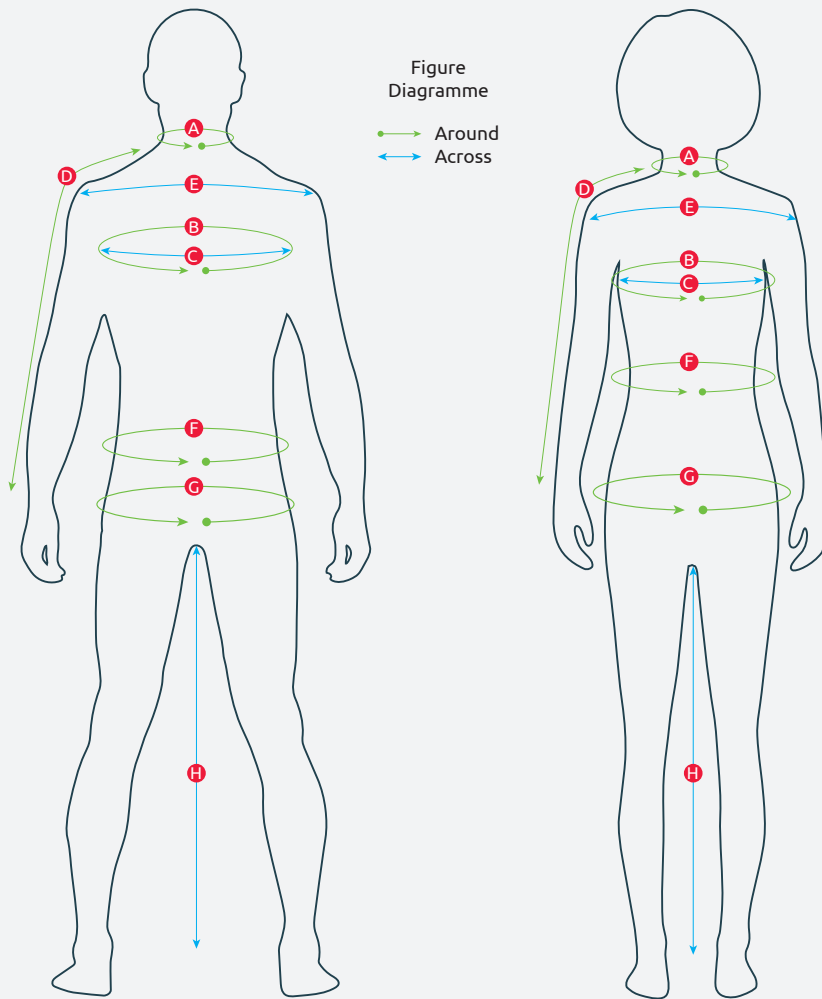


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## Measure to Fit

### Measurements & Your Body

1. Select the item you are interested in
2. Check the Sizing Table attached to the item for available measurements
3. Measure your body using the guide below to match it to the measurements available on the item's Sizing Table and select your size.



Take measurements while in a relaxed position and make sure that the tape measure is parallel to the floor for horizontal measurements.

- |                            |        |                     |
|----------------------------|--------|---------------------|
| <b>A</b> Neck              |        | <b>E</b> Cross Back |
| <b>B</b> Full Chest / Bust | Around | <b>F</b> Waist      |
| <b>C</b> 1/2 Chest / Bust  | Across | <b>G</b> Hips       |
| <b>D</b> Arm               |        | <b>H</b> Leg Inseam |



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**Measure to Fit**

### Example Sizing Table

1. Each item will have its own Sizing Table with the appropriate measurements
2. Measure yourself based on the available measures and compare your Measurement to the closest (but higher) equivalent in the table

#### How to read the Sizing Table

	Clothing Size							
Men's V-Neck Jersey	S	M	L	XL	2XL	3XL	4XL	5XL
<b>C</b> 1/2 Chest / Bust	48	50	53	57	58	60	62	64

Use this to locate this measuring position on the figure diagramme

Find the measurement closest (but bigger) to what you measured on your body to select the right clothing size

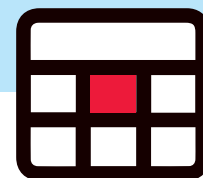
Measurement Name:  
The description of the Measurement can be found below

#### How to take your Measurements

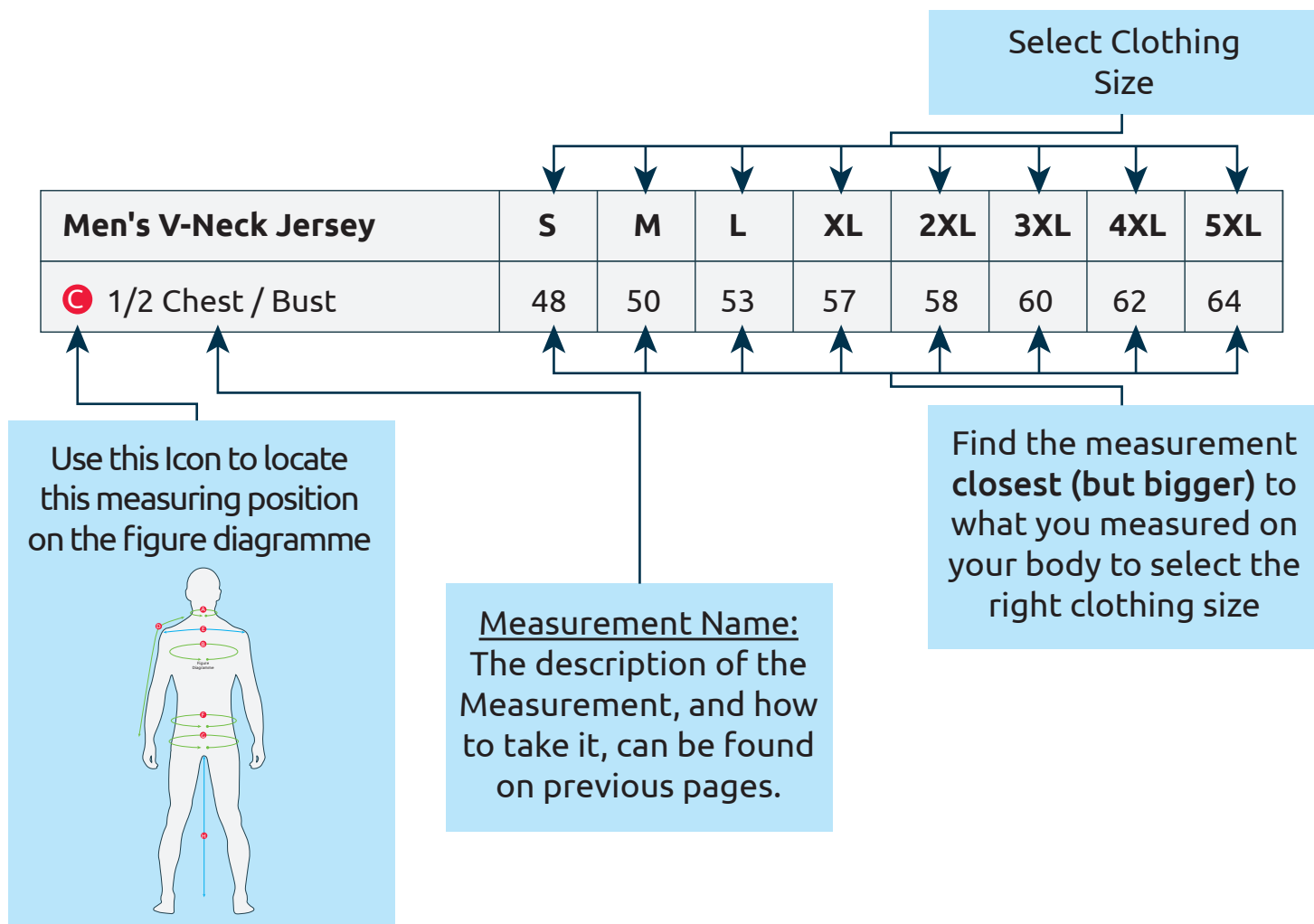
- A Neck**  
Take your measurement around your neck just below your adam's apple.
- B Full Chest / Bust**  
Take your measurement around the fullest part of your chest/bust normally 2 to 3 cm below your armpit.
- C 1/2 Chest / Bust**  
Take your measurement across the front of the fullest part of your chest/bust 2 to 3cm below your armpit from side to side
- D Arm**  
Take measurement from your shoulder point to your wrist bone.
- E Cross Back**  
Take your cross back measurement by measuring from your left shoulder point across your back to your right shoulder point.
- F Waist**  
Measure your natural waist line around over your belly button.
- G Hips**  
Take your hip measurement 15 – 20cm below your belly button around over the widest section.
- H Leg Inseam**  
Take measurement from your upper and inner thigh (near the crotch area) down to your ankle bone.

# How to Read the Sizing Table

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The Sizing Table is generally found in the product description area of the product of interest.



Helpful video on how to measure yourself:

<https://youtu.be/uZaQ4XMNNwo>



Guide on how to **Measure to Fit**

# Washcare & Preserving the Longevity of the Garment

Now that you have your garment here are some tips on caring for your garment.

- Each garment will have an inner washcare label which gives you the exact instructions to follow when washing and caring for your garment
- Ensure that each garment is washed correctly after each use
- Generally, we recommend that you wash your garments in cold water and hang them inside out to prevent fading.
- Cotton is made to fade, so the best way to hang 100% cotton garments, is out of direct sunlight.
- It is preferable to not tumble dry your garments as it may cause shrinkage and fading
- Remember to wash dark and light colours separately to avoid the colours mixing
- Where possible, wear an undershirt/under garment which will protect your garment against perspiration, deodorants, lotions, etc.
- Tip: Turn garments inside out for washing to preserve both colour and decorations (like a branded logo)

## Examples of Wash Care Symbols



Hand Wash



Machine Wash  
Normal



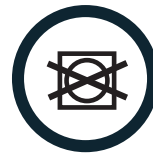
Machine Wash  
Warm



Do Not  
Tumble Dry



Do Not  
Bleach



Do Not  
Dryclean



Iron  
Medium



Download a guide to all wash care symbols from the below link:

[https://sapplive.co.za/wp-content/uploads/2021/01/20210104\\_Sapphire\\_Washing\\_Instructions.pdf](https://sapplive.co.za/wp-content/uploads/2021/01/20210104_Sapphire_Washing_Instructions.pdf)