



# Fitting Manual - Level C

April 2026

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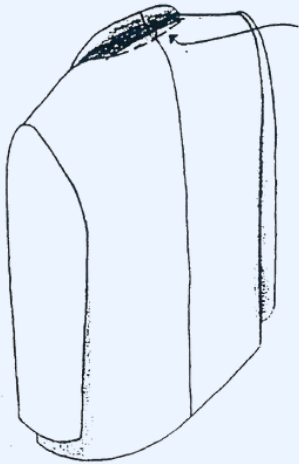
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# Pinning Jacket Shoulders/Collar



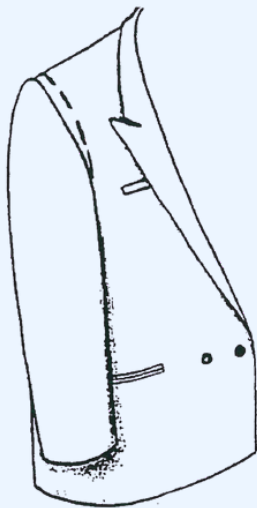
SUIT

## Lower Collar



- Pull up collar and pin at junction of collar and back
- Pin length of entire roll, then pull back collar. Jacket should look the same as the finished product.

## Narrow Shoulders



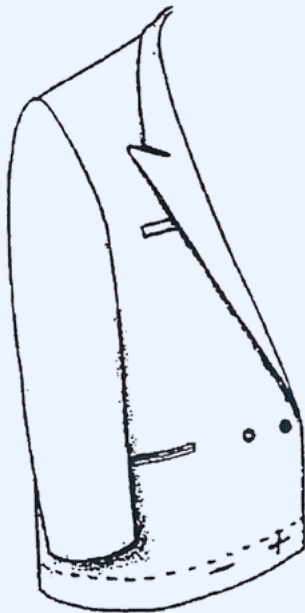
- The shoulders should never be narrowed more than  $\frac{1}{2}$  inch, otherwise the armhole will become larger than the sleeve.
- If sleeve is being shortened as well: the shoulder alteration must be done before the sleeve hem is measured.

# Pinning Jacket Hems



SUIT

## Shortening Jacket (Square Hem)

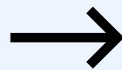


Fold Fabric in and up

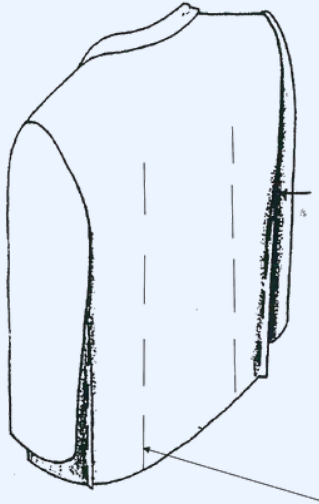
- Ensure that by shortening the jacket the pocket is not lowered too much.
- If there is a vent in the back ensure that it is still long enough or indicate if it should be closed (which can be done at an additional cost).

## Shortening Jacket (Curved Hem)

Curved hem (additional cost)  
example



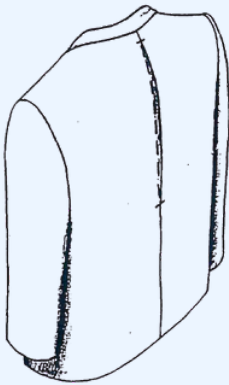
# Pinning Jacket Sides



## Taking in Side Seam

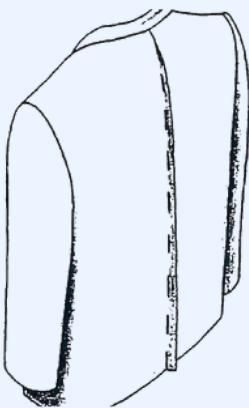
- The alterations should start at zero at the underarm
- Do not take in more than 2" on any 1 seam. If jacket is very large you may have to take in both sides and centre seam or add starts.

**Note:** Price will vary if taking in through arm holes or adding darts



## Taking in Centre Seam

- Note: it does not go into the collar.
- If only part of the back seam is to be taken in, indicate limits with horizontal pins.



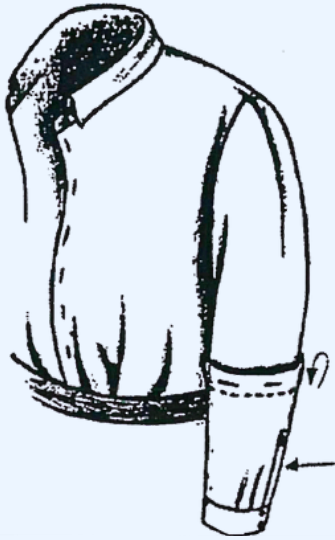
## Taking in Centre Seam and Close Vent

- If there is a vent, indicate if it should be put in again or not (additional cost).
- When taking in significant amounts ensure that the side seams are not too far back.

# Pinning Dress Shirt Sleeves



SUIT



## Shortening Dress Shirt Sleeves

- Proper length of sleeve should fall between base of your thumb and wrist.
- Ask the customer to raise arms forward to make sure there is enough ease of movement.
- Fold fabric in and down, pin all the way around arm. **Then measure length to be taken up and record on invoice.**



- Shortening the sleeves will alter the length of the Plaquet. The customer should be advised of what the plaquet will look like. Please consult customer.

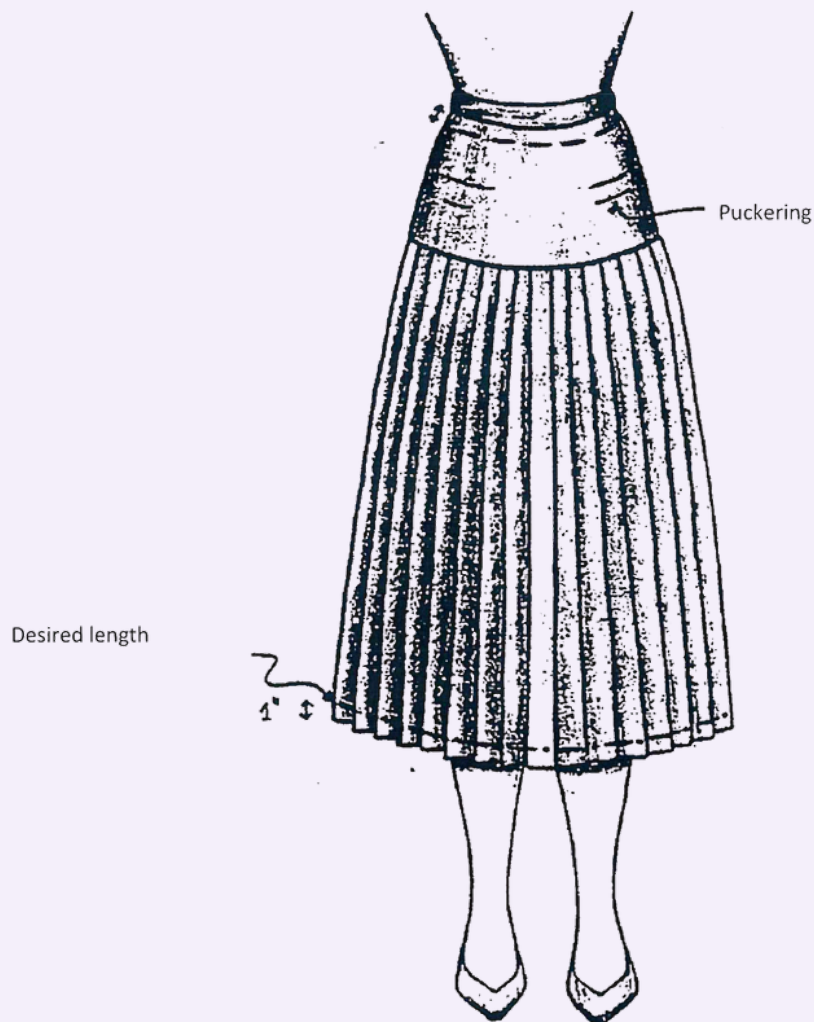
**Note:** Price will vary depending on whether or not plaquet is moving. Plaquet can be reset to original length at an additional cost.

# Pinning Skirt Hems



SKIRTS

## Lower Skirt Waist Band

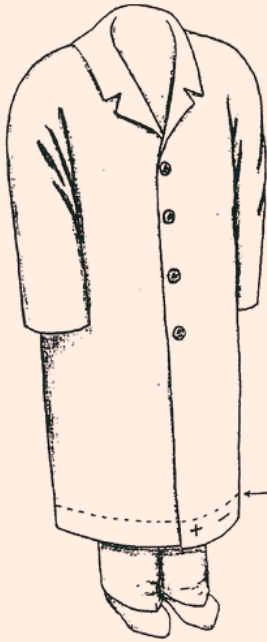


- Lowering the waist band is useful when the bottom of the skirt is embellished or has a decorative trim that the customer wants to keep.
- The waist band may also be lowered to remove the puckering if the skirt is too tight.
- Measure the customer's waist size and add it to the alteration slip.
- Don't forget lowering the waist band by 1" will shorten the skirt by 1"

# Pinning Coat Hems



COATS



Fold fabric in and up

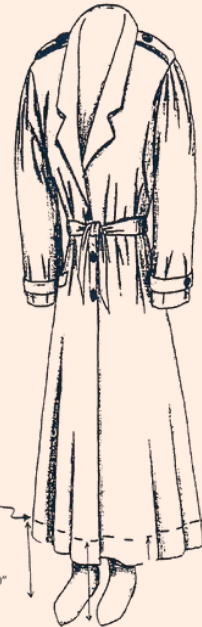
## Shorten Straight Coat

- Don't forget to add if the slit is to be closed in the back.

**Note:** Pricing will vary if coat has zip in lining.

## Shorten Flared Coat

- Ensure all buttons are done up and belt is tied.
- Using the "puffer," measure chalk to desired length and "puff" all the way around the coat.



Place pin at desired length

10"