

ARKO **Loans**

UNIFORM

CATALOGUE

Ladies Sizing

- 1

Don't guess your size, ask a friend to measure you with a tape measure to help you order the right size.
- 2

Take your measurements while standing in a natural position. Keep the measuring tape taut and level but not stretched. Keep one finger between the tape and the body.
- 3

Compare your measurements with the chart below.
- 4

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



A BUST
Measurement over the fullest part of the bust.

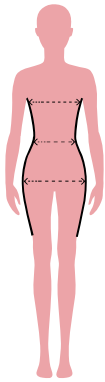
B HIP
Measurement over the fullest part of your bottom / thighs.

Ladies Size Guide

GARMENT SIZE	26	28	30	32	34	36	38	40	42	44	46	48	50	52	54
BUST (cm)	73	77	81	85	89	94	99	104	109	115	121	127	133	139	145
	76	80	84	88	93	98	103	108	114	120	126	132	138	144	150
HIP (cm)	80	84	88	92	96	101	106	111	116	122	128	134	140	146	152
	83	87	91	95	100	105	110	115	121	127	133	139	145	151	157
KNITWEAR, KNIT TOPS & COATS	XS		S		M		L		XL		2XL				
	26 / 28		30 / 32		34 / 36		38 / 40		42 / 44		46 / 48				

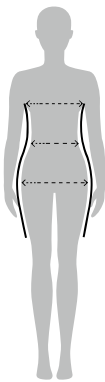
Find your perfect fit:

To make it easier to select flattering items for all shapes, we have classified our styles into the following categories: **FITTED**, **CLASSIC** or **RELAXED**.



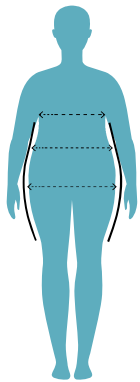
FITTED FIT

This style is shaped to the body and is particularly fitted.



CLASSIC FIT

The Classic fit has a tailored shape which sits lightly on the body, giving shape without being too fitted. This fit is suitable to most body types.



RELAXED FIT

The Relaxed fit allows the body more movement and is more suitable for the fuller figure.

Formal & Dress Shirts Fashion & Evening Shirts



Full Sleeve



Half Sleeve

SLIM FIT

All measurements in Cm

Sno	Description	38	39	40	42	44	46
1	CHEST	102	106	110	116	124	134
2	WAIST	96	100	104	110	120	130
3	BACK LENGTH	74.5	76.5	78.5	79.5	80.5	81.5
4	SHOULDER	44.5	45.5	46.5	48.5	50.5	53
5	SLEEVE LENGTH	63.5	64.5	65	65	66	66

Sno	Description	38	39	40	42	44	46
1	CHEST	102	106	110	116	124	134
2	WAIST	96	100	104	110	120	130
3	BACK LENGTH	74.5	76.5	78.5	79.5	80.5	81.5
4	SHOULDER	44.5	45.5	46.5	48.5	50.5	53
5	HALF SLEEVE LENGTH	21.5	22	23	25	27	29



Full Sleeve



Half Sleeve

REGULAR FIT

All measurements in Cm

Sno	Description	38	39	40	42	44	46
1	CHEST	105	115	118	124	134	142
2	WAIST	98	105	109	117	130	138
3	BACK LENGTH	76	78.5	79	80	81	82.5
4	SHOULDER	46	48	49	51	53.5	55.5
5	SLEEVE LENGTH	64.5	65.5	66	66	67	67

Sno	Description	38	39	40	42	44	46
1	CHEST	105	115	118	124	134	142
2	WAIST	98	105	109	117	130	138
3	BACK LENGTH	76	78.5	79	80	81	82.5
4	SHOULDER	46	48	49	51	53.5	55.5
5	HALF SLEEVE LENGTH	22.5	23	24	25	26	28

STYLES & COLOURS AVAILABLE

Photos only for modeling purposes to show how the item fits.



CLASSIC

BB196

Carrie

Classic fit, short sleeve blouse with metal shank button detail. approx 65cm centre back length.

SIZES 26 - 54



TRUE BLUE
Pearl Polyester



NIGHTFALL
Pearl Polyester



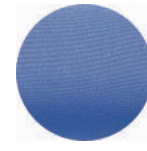
CLASSIC

BB195

Cathy

Classic long sleeve blouse with metal buttons and adjustable tab on the sleeve. approx. 65cm centre back length.

SIZES 26 - 54



TRUE BLUE
Pearl Polyester



NIGHTFALL
Pearl Polyester

STYLES & COLOURS AVAILABLE

Photos only for modeling purposes to show how the item fits.



FITTED

FP35

Gabriela

Petite , fitted crop pants
with a cigarette pants ,
with side slits. approx.
81cm inner leg

SIZES 26 - 48



FITTED

FP28

Christine

Long slim legged classic
pants. approx. 81cm inner
leg

SIZES 28 - 48



STYLES & COLOURS AVAILABLE

Photos only for modeling purposes to show how the item fits.



FITTED

FP34

Calista

Skinny, invisible zip pockets

SIZES 26 - 48



CLASSIC

FP31

Piper

Classic fit pants with a regular rise and a straight leg.
approx. 81cm inner leg.

SIZES 28 - 54



STYLES & COLOURS AVAILABLE

Photos only for modeling purposes to show how the item fits.



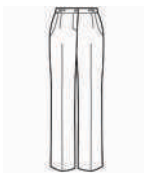
RELAXED

FP24

Helga

Our most curviest fit slax, is partly elasticated and has an adjustable waistband. approx. 81cm inside leg

SIZES 30 - 54



FITTED

FS32

Sizani

60cm, welt pkt tab detail

SIZES 28 - 54



STYLES & COLOURS AVAILABLE

Photos only for modeling purposes to show how the item fits.



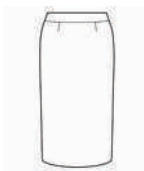
FITTED

FS33

Sally

70cm pencil skirt, lined

SIZES 28 - 54



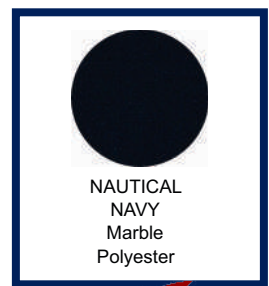
CLASSIC

FD15

Rachel

Fitted a-line , lined short sleeve dress. approx. 98cm centre back length. please note leather belts are not included.

SIZES 30 - 54



STYLES & COLOURS AVAILABLE

Photos only for modeling purposes to show how the item fits.



FITTED

FJ96

Paige

Fitted long sleeve jacket,
fully lined.

SIZES 26 - 48



NAUTICAL
NAVY
Marble
Polyester



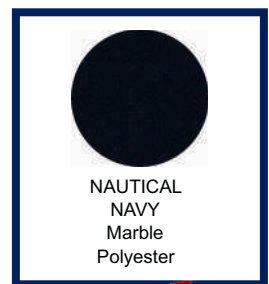
CLASSIC

FJ94

Cecily

Classic blazer, long sleeve
fully lined jacket

SIZES 28 - 54



NAUTICAL
NAVY
Marble
Polyester



STYLES & COLOURS AVAILABLE



CLASSIC

CE13

Lynn

Melton to melt your heart ,
knee-length classic coat, a
must have for winter,
92cm in length.

SIZES XS - XXL



***The Lynn Melton Coat is
at a 100% total cost
for members who
wish to order it.***

(No embroidery - will be Employee's property.)

STYLES & COLOURS AVAILABLE

K-WAY SHIRTS: MEN

Short Sleeve Navy



Long Sleeve Navy



K-Way shirts are made for all things outdoors. The shirt is quick-drying and has a wicking and Silvadur anti-microbial finish. The collar is lined with mesh for added wicking abilities and features a UPF40+ for protection against the sun rays.

Further features include a chest plunge pocket with a flap to put in small items, a zipped stowaway chest pocket, a button protector across the chest, and a fishing rod Velcro holder.

Material:

- 100% Polyester
- Ribstop 4 way Mechanical Stretch
- Wicking UPF 40+
- Silvadur anti-microbial

STYLES & COLOURS AVAILABLE

K-WAY SOFTSHELL JACKET: MEN

Navy



Black



K-Way jackets has 4-way stretch for extreme comfort and freedom of movement, and is fully recyclable. This windproof, water-shedding softshell jacket features a single baffle behind the centre-front zip for wind protection along with DWR coating which provides Durable Water Repellency. An adjustable hem provides comfort and added protection against wind, while two hand pockets with zips offers extra warmth and secure storage.

It also features a loop behind the back of the collar for easy hanging, as well as loops on the sleeves for attaching the jacket to the inside of a three-in-one jacket.

Material:

- Recycled fleece &
- Polyester laminated fabric

HANDY TIP

1. Step 1: How to Order Uniform

- a. Refer to the newest memo to obtain the latest Uniform (UF) Order Form for Ladies/Men.
- b. Complete the order correctly with all your information.
- c. Send to Charlot at charlot@barko.co.za.
- d. Upon receipt by Charlot, a reference number will be allocated, and the order with the reference number returned to the sender as proof of receipt by the Uniform Department.
- e. If you did not receive a reference number within five (5) working days, please enquire via email/telephonically with the Uniform team:
 - Charlot van Rooyen: charlot@barko.co.za or 071 600 7795
 - Poppy Maphanga: marketingadmin@barko.co.za or 060 895 3548

2. Step 2: How to return Uniform.

- a. Use the UF Order Form that you have received with your parcel.
- b. Draw a circle/highlight the item that you want to return and indicate on the form the reason for return (too small/too big).
- c. Neatly button and fold the item, as you have received it, and place the UF Order Form with your item(s) to be returned in the parcel/plastic bag, tie it and hand it over to the member that will return it to the Uniform Department.
- d. Sadly, no returned orders will be accepted, or refunds arranged for, if:
 - the items are not neatly folded and accompanied by a copy of the order form,
 - no notes made on the UF Order Form as to why the item is returned,
 - no torn parcels will be accepted,
 - no unpackaged garments will be accepted,
 - no items will be accepted back that was worn,
 - no items will be accepted back that was washed.
- e. When the returned order is received by the Uniform Team, the item(s) will be inspected, and if all is in order, the copy of the Uniform Order Form with the notes will be handed over to Charlot (charlot@barko.co.za or 071 600 7795) to arrange for a refund and book the items back to the Uniform Department.

3. Step 3: How to exchange Uniform.

- a. If you want to exchange UF for a bigger/smaller size, a new order must be placed.
- b. Should you wish to replace it with a bigger/smaller size, please refer to Step 1: How to Order Uniform.
- c. Please refer to Step 2: How to return Uniform.
- d. Only orders received from members will be considered when buying stock from the supplier. Orders will be processed at month-end, and stock bought in bulk from the suppliers.

4. Step 4: Incomplete Orders

- f. If you receive your order, and items are not included, please check your Uniform Order form copy included in your parcel.
 - If an item has been cancelled, you will not be charged for it.
 - An item will be cancelled if we do not have stock.
 - Items are cancelled to allow the Uniform team to proceed with the rest of your order.
 - If you need the cancelled item, place a new order for it (refer to Step 1).

HANDY TIP

5. Step 5: How to Cancel a Uniform Order

- g. If you want to cancel a uniform order which you have not yet received, the following steps must be followed:
- Send an email to Charlot (charlot@barko.co.za) to find out the status of your uniform order (processed/unprocessed). The email **must** include your UF Reference Number and Employee Number, as well as the reason for your cancellation.
 - The Uniform Team will check the status of your order and report back via email.
 - If unprocessed (not yet packaged/sent) the order will be cancelled, and the member will be notified accordingly via email.
 - If the order was packaged and collected, the member will be informed via email. Refer to Step 2: How to return Uniform.
 - When an email/returned order is received by the Uniform team, Charlot/Poppy will cancel the order, and send confirmation via email to you.

6. Step 6: Members that Resign/left Barko.

- a. It remains the responsibility of a Branch Manager/Area Manager/Operational Manager to inform the Uniform Department if a member is no longer employed by Barko.
- b. If an order has been sent to a specific branch for a member that left Barko, and there are other members that wants to take the uniform over, the following must be implemented:
 - Obtain the copy of the UF Order Form included in the original parcel.
 - Fill out new UF Order Forms for each member that want to take the items (refer to Step 1).
 - o Please do not add additional items that was not received. It will unfortunately not be processed as it does not form part of the members original uniform order that left Barko.
 - Send an email to the Uniform Team to explain that a member resigned/left Barko, and that other members will take over the uniform. Include the original UF Order Form for the member that resigned/left Barko, as well as all the new orders for member taking the uniform over.
 - o When received by Charlot/Poppy, it will be handed over to Charlot to add to the UF Payroll Deductions and for re-allocation on Pastel.

7. Important Information

- We have a manual uniform system, and due to the high-volume uniform orders, no backorders will be processed. We do not buy additional stock due to the excessive costs involved, as well as limited storage space at the uniform storeroom.
- When we place an order with our suppliers, we only order uniform that was requested by members on a UF order form. No verbal discussions for orders, refunds, replacements, or exchanges will be processed. An official UF Order Form (refer to the latest memo for an updated version) must be completed.
- It remains the responsibility of member to check their UF orders upon receipt thereof and report any differences/enquiries withing five (5) working days of receiving your order to the Uniform team:
 - o Charlot van Rooyen: charlot@barko.co.za or 071 600 7795
 - o Poppy Maphanga: marketingadmin@barko.co.za or 060 895 3548
- It remains the responsibility of members to keep copies of uniform orders that was received. Sadly, no refunds/enquiries will be processed if we do not receive a copy via email with your enquiry.

HANDY TIP

- The Uniform Department provides a service to our Barko members, and we strive to process orders as quickly as possible. Unfortunately, we are dependent on suppliers and an in-house budget by which we must abide. If, for any reason whatsoever, an item is discontinued or unavailable, we do our utmost best to fill the void with an interim item, alternatively we will search for a replacement. This is a time-consuming process, and vital role players need to provide feedback and approval.
- Rude behaviour towards the Uniform Team is absolutely appalling and will not be tolerated. We attempt to keep all members happy with uniform, and should an incident happen where member need to attend functions/gatherings as a Barko group, we will gladly assist with uniform if we have it available. Sadly, we cannot hand out uniform that has been earmarked for members.
- Please contact the following members if any of the steps above are unclear, or if you have further questions:
 - **Uniform Team:**
 - Charlot van Rooyen: charlot@barko.co.za or 071 600 7795
 - Poppy Maphanga: marketingadmin@barko.co.za or 060 895 3548

HANDY TIP



BARKO UNIFORM ORDER FORM

EXAMPLE

Employee Number

0123 (must be completed)

Reference Number

BFS23.UF1000

(Will be returned to member as proof of receipt)

Name & Surname

Jackie Change (1st Name, 2nd Surname)

Branch

Hermanus 1 (Type out - incorrect codes received)

Date Ordered

01/08/2023 (must be completed)

Uniform Instalments

Indicate your choice with the available options: 1, 2, 3, 4, 5.

Instalment(s) option chosen by employee:

Indicate your instalments ▶ 3

Description	Colour	Sleeve	Sizes Available	Size Ordered	Quantity	Item Amount	Line Total	
LADIES	Carrie Classif Fit	Navy	Short	26 28 30 32 34 36 38 40 42 44 46 48 50 52 54	38	1	R 222.00	R222.00
	Cathy Classic F	Navy	Long	26 28 30 32 34 36 38 40 42 44 46 48 50 52 54			R 242.00	
	Carrie Classif Fit	Blue	Short	26 28 30 32 34 36 38 40 42 44 46 48 50 52 54			R 232.00	
	Cathy Classic Fit	Blue	Long	26 28 30 32 34 36 38 40 42 44 46 48 50 52 54			R 251.00	
	Cecily Classic Blazer	Navy	Long	26 28 30 32 34 36 38 40 42 44 46 48 50 52 54			R 457.00	
	Paige Fitted Jacket	Navy	Long	26 28 30 32 34 36 38 40 42 44 46 48 50 52 54			R 492.00	
	Sally Skirt (70 cm)	Navy	Short	26 28 30 32 34 36 38 40 42 44 46 48 50 52 54			R 489.00	
	Sizani Skirt (60 cm)	Navy	Short	26 28 30 32 34 36 38 40 42 44 46 48 50 52 54			R 254.00	
	Calista Pants (skinny fit)	Navy	Long	26 28 30 32 34 36 38 40 42 44 46 48 50 52 54			R 274.00	
	Christine Pants (slim leg classic)	Navy	Long	26 28 30 32 34 36 38 40 42 44 46 48 50 52 54			R 242.00	
MEN	Gabriela Pants (petite crop fit)	Navy	Long	26 28 30 32 34 36 38 40 42 44 46 48 50 52 54			R 262.00	
	Helga Pants (curvy fit)	Navy	Long	26 28 30 32 34 36 38 40 42 44 46 48 50 52 54			R 264.00	
	Piper Pants (regular classic fit)	Navy	Long	26 28 30 32 34 36 38 40 42 44 46 48 50 52 54			R 289.00	
	Rachel Dress A-Line	Navy	Short	26 28 30 32 34 36 38 40 42 44 46 48 50 52 54			R 242.00	
	Lynn Melton Coat (knee length)	Navy	Long	XS S M L XL 2XL			R 262.00	
	K-Way Shirt	Navy	Short	S M L XL 2XL 3XL 4XL 5XL	S	1	R 345.00	R500.00
	K-Way Shirt	Navy	Long	S M L XL 2XL 3XL 4XL 5XL			R 356.00	
	K-Way Softshell Jacket			4XL 5XL			R 500.00	
	K-Way Softshell Jacket			4XL 5XL			R 500.00	
	Uniform Grand Total							R722.00

The employee is responsible for 50% of the uniform total on this form, indicated as **UNIFORM GRAND TOTAL**. Barko will contribute the additional 50% (already deducted)
R15/embroidered logo is included with the employee price.

OFFICE USE	Package Date		Remarks
	Packaged by (signature)		