

CHECKLIST FOR CORPORATE CLOTHING - WOMEN

Consider the following before making wardrobe choices: **Geography**; your **customers**; your **corporate culture**; your **aspirations**; your own **personal style**. Refer to the textbook - Selling: Building Partnerships by Weitz, Castleberry and Tanner, pages 135-136.

Detailed guidelines presented in Professional Selling 3358 Class.

Suits

- ___ Jacket Rules
- ___ Lapels
- ___ Double/Single Breasted
- ___ Skirt/Pants Length
- ___ Fabric Content
- ___ Fabric Cut
- ___ Color Choices

Shirts

- ___ Fabric & Size
- ___ Laundry Rules
- ___ Sleeve Length
- ___ Color Choices
- ___ Style Choices, i.e. sweaters, blouses

Shoes

- ___ Styles
- ___ Colors
- ___ Appropriate choices
- ___ Hosiery

Coats

- ___ Style
- ___ Color
- ___ Length

General Physical Appearance

- ___ Haircut
- ___ Make-up
- ___ Perfume
- ___ Piercings
- ___ Tattoos

Accessories

- ___ Jewelry
- ___ Rings
- ___ Watches
- ___ Earrings
- ___ Belts
- ___ Briefcases

Comments: _____

Signature