

Embroidery Order Form

office use only

Store #: _____ Employee Name: _____ Date: _____

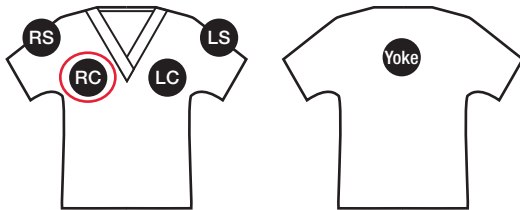
Customer Name: _____ Email: _____

Phone: _____ Facility Name: _____

Logo Embroidery

Please indicate placement of logo using the illustration below.

- LC
- RC
- LS
- RS
- Yoke



Name of Logo on File:	# of Garment(s)
Thread Color(s): <input type="checkbox"/> Use Digitized Color(s) <input type="checkbox"/> Change Color(s)* to:	
*Please refer to vendor color guide for reference.	

Personalized Embroidery

Embroidery will appear on your garment(s) exactly as written. Use a single box for each character, space and punctuation. Clearly indicate upper and lowercase. 24 character maximum per line which includes all punctuation and spaces. Lines over 5" long can be covered up by lapels on certain garments.

Letter Sizes: M .25" M .375" M .5" Font Styles: **Block** *Script* **Note:** Block and script font styles may vary.

First Line

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Letter Size | Block
" | Script

Additional Line

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

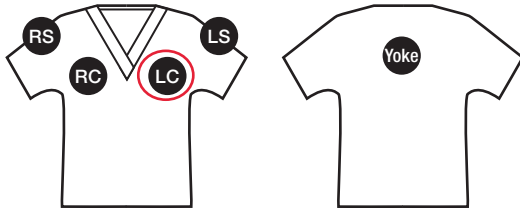
Letter Size | Block
" | Script

Additional Line

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Letter Size | Block
" | Script

Please indicate placement of embroidery using the illustration below. Mark all that apply.



Thread Color(s): Please refer to vendor color guide for reference.	Position(s):	# of Garment(s)
First Line Color: _____		
Additional Line: _____		
Additional Line: _____		

Billing

No returns please on embroidered items.

The customer's signature is required for processing embroidery orders. By signing, the customer has ensured all of the information has been thoroughly checked and is correct.

Logo		Personalization		Total Embroidery Charges		
# of Garment(s)	Price Per Garment	# of Garment(s)	Price Per Garment	Sub Total	Tax	Grand Total

Amount Paid	Receipt #	Customer Signature	Initial when order picked up
		X	