

EMBROIDERY ORDER FORM

ESTIMATE ☐

REORDER ☐

NEW CUSTOMER ☐

READY TO INVOICE ☐

NEW ORDER ☐

COF ☐

CUSTOMER

ADDRESS

CITY

ZIP

E-MAIL

PHONE

CELL

FAX

CONTACT FIRST NAME

CONTACT LAST NAME

ORDER DATE

FINISH DATE

SALES PERSON

Source	Item	Color (s)	Thread Color #'s	Size								Total Units	Unit Price	Ext.
				XS	S	M	L	XI	Other Size	Other Size				

SEE ADDITIONAL PAGE(S)

TOTAL ITEMS



LEFT CHEST

LEFT CHEST COLORS

_____ # _____

_____ # _____

_____ # _____

_____ # _____

PERSONALIZATION

YES ☐ NO ☐

RIGHT CHEST ☐ UNDER LOGO ☐

SEE NAMES ATTACHED ☐

2ND LOCATION

R. Sleeve ☐ R. Chest ☐

L. Sleeve ☐ Tag (Back) ☐

ADDITIONAL INSTRUCTIONS:

SUBTOTAL PROD.

ARTWORK

DIGITIZING

SUBTOTAL

TAX

SHIPPING

C.C. FEE %

TOTAL

DEPOSIT

Date:

\$

Received by _____ Verify by _____

Date:

BALANCE

Date:

\$

Received by _____ Verify by _____

Date:

FILE PROVIDED: ☐ FILE LOCATED@ _____ SHARE SAMPLE YES ☐ NO ☐

DATE APPROVED: _____ TO _____ PU DATE: _____ BY: _____

Order _____ OF _____