

SCREEN PRINTING ORDER FORM

FILM ☐ PROOF ☐

ESTIMATE ☐ READY TO INVOICE ☐
REORDER ☐ NEW ORDER ☐
NEW CUSTOMER ☐ 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)		Size								Total Units	Unit Price	Ext.
				XS	S	M	L	XI	Other Size	Other Size				

SEE ADDITIONAL PAGE(S) ☐

FRONT BACK
COLORS / COLORS

TOTAL ITEMS

NOTES: _____

SUBTOTAL PROD.	
ARTWORK	
INK CHANGE	
SCREENS #	
SUBTOTAL	
TAX	
SHIPPING	
C.C. FEE %	
TOTAL	

DEPOSIT	Date:
\$	CA CK CC
Received by _____	Verify by _____
	Date:

BALANCE	Date:
\$	CA CK CC
Received by _____	Verify by _____
	Date:

REORDER: ☐ SEND PROOF ☐

FILE PROVIDED: ☐ FILE LOCATED@ _____ SHARE PU DATE: _____ BY: _____

DATE APPROVED: _____ TO _____ Order _____ OF _____

FRONT INSTRUCTIONS

FULL FRONT ☐

ON POCKET ☐

ABOVE POCKET ☐

LEFT CHEST ☐

ACROSS CHEST ☐

COLORS

1. _____ # _____
2. _____ # _____
3. _____ # _____
4. _____ # _____

INSTRUCTIONS

BACK INSTRUCTIONS

FULL BACK ☐

TAG PRINT ☐

OTHER ☐

COLORS

1. _____ # _____
2. _____ # _____
3. _____ # _____
4. _____ # _____

☐ RIGHT SLEEVE COLOR

☐ LEFT SLEEVE COLOR

1. _____ # _____
2. _____ # _____

1. _____ # _____
2. _____ # _____

INSTRUCTIONS
