

DOC-2319 (Rev. 05/06)

Embroidery/Screenprint Order Form

Artwork Sent Via: On File Postings Folder

Sales Order # _____ New Order Re-Order (Sales Order # _____)

Email Mail (Hardcopy/Disk)

Bill To or Buyer ID (if using P-Card): **Same as Bill To or Enter Ship To:**

Bill To/Buyer ID	Ship To
Attention	Attention
Address	Address
City State Zip	City State Zip
Phone Buyer's Name	Customer PO #

Screen Print **Special Instructions** **Embroidery**

Ink Colors:

Print Location:

Left Chest Front Back
 Left Sleeve Right Sleeve

Proof Information:

Proof Required (choose one sample type)
 Pellon Garment Paper
 NO PROOF REQUIRED

Logo Size:

Thread Colors: Use Digitized Colors

Change Colors to:

Print Location:

Left Chest Front Back
 Left Sleeve Right Sleeve

Proof Information:

Proof Required (choose one sample type)
 Pellon Garment Paper
 NO PROOF REQUIRED

Logo Size:

Vendor	Item #	Garment Description	Garment Color	Cost	Youth Sizes	S	M	L	XL	2XL	3XL	Qty	Sell Price	Total

Delivery Date: _____ (allow 30 days after proof is approved)				Subtotal
Date: _____	Authorized Signature: _____	_____ @ \$15.00 Screen Charge	_____ @ Digitizing Charge	
		_____ hrs. @ \$20.00 Art Charge	Total Charges	