



SCREEN PRINT ORDER FORM

Company Name :		P#	
Address:		Job Name:	
Contact:	Email:		
Ph:	Email2:		

Payment Info: Credit Card Terms

ORDER INFORMATION:

IMPORTANT NOTES

NEW RE-ORDER

If Re-Order, please provide **original** PO#: _____

PO# _____

Date Ordered: _____

Ship Date: _____

Firm date: In-Hands Date: _____

RUSH ORDER?

1-Day Rush: 50%

2-Day Rush: 30%

3-Day Rush: 20%

(See Rush Policy)

FINISHING OPTIONS:

<input type="checkbox"/> Hang Tag	<input type="checkbox"/> Remove Tag - Resew	Fold Only
<input type="checkbox"/> Heat Transfer Tags	<input type="checkbox"/> Remove Tag - Relabel	Fold & Bag
Other: _____		Fold, Bag & Sticker

Notes/Specifics:

PRINTING DETAILS:

FRONT

Choose one the following: Underbase No Underbase

Location / Size: _____

Colors: _____

BACK

Choose one the following: Underbase No Underbase

Location / Size: _____

Colors: _____

LOCATION 3

Choose one the following: Underbase No Underbase

Location / Size: _____

Colors: _____

LOCATION 4

Choose one the following: Underbase No Underbase

Location / Size: _____

Colors: _____

ART APPROVAL DATE: _____

GOODS RECEIVED DATE: _____

