Clear Form EMBROIDERY ORDER FORM

NEW ☐ RE-ORDER ☐

If Re-Order, provide original PO#: _____

Company Name:

Address:

Contact: **Email:**

Phone: **Email2**

Payment Info: **Credit Card** ☐ **Terms** ☐ **Firm Date**_____

PO#_____

Date Ordered_____

Ship Date**_____

In-Hands Date**_____

EMBROIDERY DETAILS

LOCATION 1			LOCATION 2		
Logo Name/location:			Logo Name/location:		
Colors: (Step-by-Step per DST File)			Colors: (Step-by-Step per DST File)		
1)	5)	9)	1)	5)	9)
2)	6)	10)	2)	6)	10)
3)	7)	11)	3)	7)	11)
4)	8)	12)	4)	8)	12)

IMPORTANT NOTES

FINISHING OPTIONS:

☐ Label Change ☐ Fold Only ☐ Fold & Bag ☐ Fold, Bag & Sticker

☐ Other_____

SHIPPING INFORMATION

☐ Delivery ☐ Scheduled Pick-up

Company/Organization:

Contact Name:

Delivery Address:

Delivery Email:

Delivery Phone#:

RUSH ORDER? ☐ **

1 Day Rush ☐ 50%

2 Day Rush ☐ 30%

3 Day Rush ☐ 20%

Shipper Account #:_____ ***FedEx is our Default Shipper***

UPS			FEDEX		
☐ Freight	☐ Ground	☐ 3-Day Select	☐ Freight	☐ Ground	☐ 3-Day Exp Saver
☐ 2-Day	☐ 2-Day AM		☐ 2-Day	☐ 2-Day AM:	
NEXT DAY AIR (Select One)			OVERNIGHT (Select One)		
☐ Next Day Early	☐ Next Day Air	☐ Next Day Saver	☐ First Overnight	☐ Pri. Overnight	☐ Std. Overnight

GARMENT SUPPLIER DETAILS

☐ All 5B's Stock ☐ All Customer Supplied Goods ☐ Partial

APPAREL DETAILS

Product Description	Product Color	XS	S	M	L	XL	2X	3X	4X	5X	Misc	Total
												0
												0
												0
												0
												0
												0
												0
												0
TOTALS		0	0	0	0	0	0	0	0	0	0	0

See Additional Apparel ☐

Approval Signature _____

**Please note production time is scheduled after we have received all goods and approvals. We do our best to meet in hand's date, so if you have a firm date please make us aware by filling in the box provided.

EMBROIDERY ORDER FORM

Clear Form

Company Name:

PO#

ADDITIONAL APPAREL DETAILS												
Product Description	Product Color	XS	S	M	L	XL	2X	3X	4X	5X	Var	Total
												0
												0
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TOTALS		0	0	0	0	0	0	0	0	0	0	0

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