

# REQUEST FORM

Customer Name: \_\_\_\_\_ Email Address: \_\_\_\_\_  
 Billing Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
 \_\_\_\_\_ Fax Number: \_\_\_\_\_

Requesting a Quote, click here:       Placing an Order, click here:   
 Payment, click here: Check  or Paypal

### Garment Description

Style Polo, Sweat, Tee, other.	Manufacturer	Color	Size	Quantity

### Embroidery Design or Logo

Height	Width	Number of Colors	File Format GIF, TIFF, JPG, etc.	Placement Location Left Chest, Front Center, Jacket Back Center

### Authorization to Embroider Item

We require that a release statement be authorized by company owner or designated legal officer. This grants us legal permission to embroider designated items without infringing on trademark, soft mark or copyrighted symbols.

Logo/Embroidery Description Release	Authorized Signature

Enter any pertinent information you think we should know concerning this proposed job.

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Today's Date	Delivery Date

### Order Placed By

Signature: \_\_\_\_\_ Email us your artwork: 