

DATE:

P.O.:

DECORATION:

SPECIAL INSTRUCTIONS:

## PRINTING DUE DATE

FIRM ☐ FLEXIBLE ☐ RUSH ☐

## JOB COMPLETION AND SHIPPING INSTRUCTIONS:

☐ WILL CALL ☐ COURIER ☐ SHIP ☐ OTHER

SELECT SHIPPING AND METHOD 3RD PARTY INFO.

TO: \_\_\_\_\_

ATTN: \_\_\_\_\_

STREET: \_\_\_\_\_

CITY: \_\_\_\_\_

STATE: \_\_\_\_\_

ZIP: \_\_\_\_\_

CLIENT: \_\_\_\_\_

CLIENT PHONE: \_\_\_\_\_

CLIENT EMAIL: \_\_\_\_\_

JOB NAME: \_\_\_\_\_

NEW ORDER: YES ☐ NO ☐

RE ORDER REF #: \_\_\_\_\_

## PRODUCTS FROM AND ARRIVAL DATE

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_



## APPAREL/COLOR

SIZE ➡

XS

SM

MD

LG

XL

2XL

3XL

4XL

TOTAL

OFFICE USE:  
COUNT

IN:

OUT:

TOTAL

LOCATION 1

LOCATION 1 COLORS

1. \_\_\_\_\_ 7. \_\_\_\_\_  
2. \_\_\_\_\_ 8. \_\_\_\_\_  
3. \_\_\_\_\_ 9. \_\_\_\_\_  
4. \_\_\_\_\_ 10. \_\_\_\_\_  
5. \_\_\_\_\_ 11. \_\_\_\_\_  
6. \_\_\_\_\_ 12. \_\_\_\_\_

LOCATION 2

LOCATION 2 COLORS

1. \_\_\_\_\_ 7. \_\_\_\_\_  
2. \_\_\_\_\_ 8. \_\_\_\_\_  
3. \_\_\_\_\_ 9. \_\_\_\_\_  
4. \_\_\_\_\_ 10. \_\_\_\_\_  
5. \_\_\_\_\_ 11. \_\_\_\_\_  
6. \_\_\_\_\_ 12. \_\_\_\_\_

-SELECT A POSITION - FILL IN COLORS

LOCATION 3 LEFT

COLORS

LOCATION 4 RIGHT

COLORS

1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_  
4. \_\_\_\_\_  
5. \_\_\_\_\_  
6. \_\_\_\_\_  
7. \_\_\_\_\_  
8. \_\_\_\_\_  
9. \_\_\_\_\_  
10. \_\_\_\_\_

1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_  
4. \_\_\_\_\_  
5. \_\_\_\_\_  
6. \_\_\_\_\_  
7. \_\_\_\_\_  
8. \_\_\_\_\_  
9. \_\_\_\_\_  
10. \_\_\_\_\_

SHORTS/PANTS: SELECT A POSITION - FILL IN COLORS

LOCATION 1

COLORS

LOCATION 2

COLORS

1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_  
4. \_\_\_\_\_  
5. \_\_\_\_\_  
6. \_\_\_\_\_

SELECT LOCATION

1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_  
4. \_\_\_\_\_  
5. \_\_\_\_\_  
6. \_\_\_\_\_

SELECT LOCATION

HEADWEAR : SELECT A POSITION - FILL IN COLORS

LOCATION 1

LOCATION 1 COLORS

LOCATION 2

LOCATION 1 COLORS

1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_  
3 COLOR MAX SCREENPRINTING  
4. \_\_\_\_\_  
5. \_\_\_\_\_  
6. \_\_\_\_\_  
7. \_\_\_\_\_  
8. \_\_\_\_\_  
8 COLOR MAX EMBROIDERY

1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_  
3 COLOR MAX SCREENPRINTING  
4. \_\_\_\_\_  
5. \_\_\_\_\_  
6. \_\_\_\_\_  
7. \_\_\_\_\_  
8. \_\_\_\_\_  
8 COLOR MAX EMBROIDERY

## EXACT COUNTS OPTIONS: DEFAULT TO (A) IF NOT CHECKED.

- ☐ (A) IF GARMENT SPOILAGE IS UNDER 2% CUSTOMER WILL BE CREDITED FOR GARMENTS UP TO \$25.00 MAXIMUM, AND NO CHARGES FOR DECORATION ON DAMAGE GARMENTS.
- ☐ (B) CUSTOMER WILL ADD THE ADDITIONAL GARMENTS TO THE ORDER, ONLY TO BE USED IF ERROR OCCURS. ORDERS WILL GO OUT COMPLETE.
- ☐ (C) IF GARMENT SPOILAGE IS UNDER 2% WE WILL REPLACE THE GARMENTS, ADD THE COST OF GARMENT REPLACEMENTS TO THE INVOICE, AND ALL DECORATION CHARGE, INCLUDING ALL SHIPPING CHARGES.