

Purchase Order Form

NEW REPEAT If repeat - provide original PO# _____ CUSTOMER PICKUP: YES NO

Company Name: _____ PO# _____

Address: _____ Date Ordered: _____

Contact: _____ Email: _____ Ship Date: _____

Phone: _____ In-Hand Date: _____

PAYMENT INFO CREDIT CARD TERMS
PLEASE CHECK APPROPRIATE BOX

EMBROIDERY DETAILS

LOCATION 1	LOCATION 2
DESIGN # _____	DESIGN # _____
LOGO/NAME/LOCATION: _____	LOGO/NAME/LOCATION: _____
COLORS: (STEP BY STEP PER DST FILE) (MADERIA THREAD #)	COLORS: (STEP BY STEP PER DST FILE) (MADERIA THREAD #)
1) _____ 6) _____ 11) _____	1) _____ 6) _____ 11) _____
2) _____ 7) _____ 12) _____	2) _____ 7) _____ 12) _____
3) _____ 8) _____ 13) _____	3) _____ 8) _____ 13) _____
4) _____ 9) _____ 14) _____	4) _____ 9) _____ 14) _____
5) _____ 10) _____ 15) _____	5) _____ 10) _____ 15) _____
IMPORTANT NOTES:	IMPORTANT NOTES:

FINISHING OPTIONS

PLEASE SELECT YES OR NO FOR EACH OPTION

Thread Color Change: YES NO Fold & Bag: YES NO Split Shipment: YES NO

Fold, Bag & Label with Size Stickers: YES NO Sort by Size, Color & Gender: YES NO

OTHER: _____

SHIPPING INFORMATION

PLEASE COMPLETE ALL APPLICABLE FIELDS

IN ORDER TO ENSURE 3rd PARTY SHIPPING CHARGES, AN ACCOUNT # MUST BE PROVIDED - ORDERS WILL SHIP GROUND UNLESS OTHERWISE SPECIFIED

UPS ACCOUNT #	FEDEX ACCOUNT #
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SHIP TO: _____ ATTN: _____

ADDRESS: _____

DELIVERY PHONE #: _____ DELIVERY EMAIL: _____

PLEASE NOTE: Production time does not start until all goods are received and approvals have been confirmed

