



3067 N. Elston Ave • Chicago, IL 60618
 Phone: 773-303-1800 Fax: 773-303-0012

SCREEN PRINTING & EMBROIDERY ORDER FORM

Customer PO# _____
 In Hands Date: _____
 Order Placed By: _____
 Order Date: _____

Customer Name _____
 Address _____
 City, State, Zip _____
 ATTN: _____ Phone _____

Ship To:

Name _____
Address _____
City, State, Zip _____
ATTN: _____

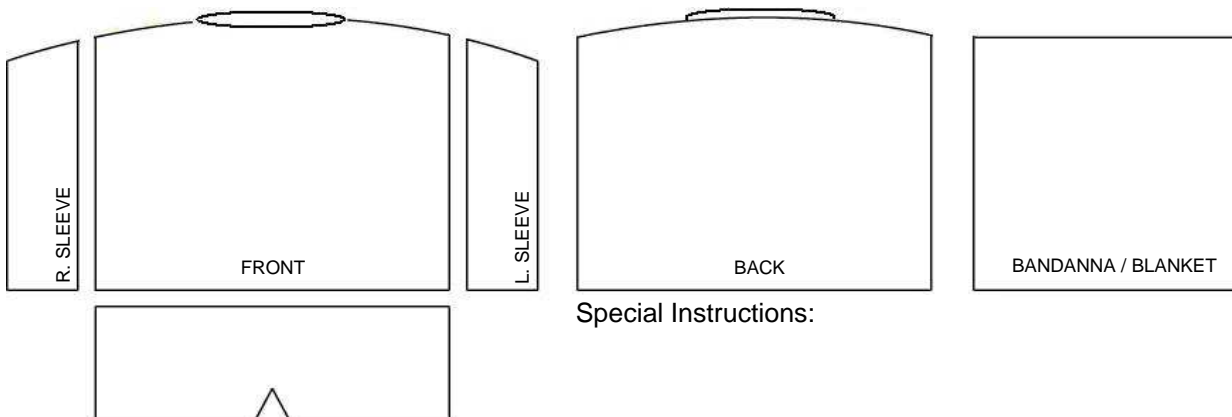
- Orders processed upon receipt of artwork and payment
- Lead time: 10 business days for printing, 2-3 weeks for embroidery
- Orders must be complete. No changes can be made to an order once submitted.
- 100% deposit required on all embroidery orders
- Any printing errors or discrepancies must be reported upon receipt

Total Qty.	Style #	Description	Color	ADULTS						SPECIAL SIZING				YOUTH					
				XS	S	M	L	XL	XXL	XXXL					XS	S	M	L	XL
Garment #1																			
Garment #2																			
Garment #3																			
Garment #4																			

Type (scrn/embr)	File Name / Lettering (Indicate if re-order)	# of Colors	Colors (PMS #'s optional)	Location (front, back, left chest, etc.)	Size*
Artwork #1					
Artwork #2					
Artwork #3					
Artwork #4					

* 12"x12" max. imprint size for screen printing. Bandanna oversize imprint (15"x15") available at additional charge

INDICATE PLACEMENT AND SIZE OF ARTWORK:



Special Instructions:

PAYMENT INFO

By Check: Check #: _____
 Date Sent: _____

By Credit Card:
 Card Type: Visa / MC / AMEX / Discover
 Name on Card: _____
 Card Number: _____
 Expiration Date: _____
 3-Digit Security Code (back of card): _____