

# Professional Image's Embroidery Order Form

Current Date

**Bill To:**

Company

Ordered By:

Address

City  State  Zip Code

Phone Number  P.O. Number

E-mail

**Ship To:**

Company

ATTN:

Address

City  State  Zip Code

Choose Your Shipping Method

In Hands Date

**Notes:**

- 1) Please note some styles listed in the drop down box may be on the specials page. If so, there are limited quantities, sizes and colors are available. You will be contacted should there be a problem with your order or with the quantities requested.
- 2) Not all sizes may be available in all styles. You will be contacted should there be a problem with your order.
- 3) You do not need to pick a size or gender for Caps or Totes.
- 4) Some sizes run extra small in certain ladies styles. Please be sure to pay extra close attention to the notes listed with these items and order appropriately. You can always call for our recommendations, should you have any doubt.
- 5) Logos will always be embroidered Left Chest, unless otherwise specified. For shorts standard placement is always left leg unless specified otherwise. **Branch Names will always be embroidered under the logo, unless otherwise specified. Personalization will always be embroidered Right Chest, unless otherwise specified.**
- 6) In addition to advertised prices, please make a note to add the following additional charges, if applicable: Employee First Name add \$2.50, Employee Full Name add \$3.50, Employee Name & Title add \$7.50 and for Branch Name add \$5.00 to the per piece prices.

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Item #1	Qty	Style	Gender	Size	Sleeve	Color	Logo Location
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Branch Name		Branch Location		Personalization		Personalization Location
	<input type="text"/>		<input type="text"/>		<input type="text"/>		<input type="text"/>

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Item #2	Qty	Style	Gender	Size	Sleeve	Color	Logo Location
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Branch Name		Branch Location		Personalization		Personalization Location
	<input type="text"/>		<input type="text"/>		<input type="text"/>		<input type="text"/>

<b>Item #3</b>	Qty	Style	Gender	Size	Sleeve	Color	Logo Location
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Branch Name		Branch Location		Personalization		Personalization Location
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

<b>Item #4</b>	Qty	Style	Gender	Size	Sleeve	Color	Logo Location
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Branch Name		Branch Location		Personalization		Personalization Location
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

<b>Item #5</b>	Qty	Style	Gender	Size	Sleeve	Color	Logo Location
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Branch Name		Branch Location		Personalization		Personalization Location
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

<b>Item #6</b>	Qty	Style	Gender	Size	Sleeve	Color	Logo Location
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Branch Name		Branch Location		Personalization		Personalization Location
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**ADDITIONAL COMMENTS**