

DIGITIZING ORDER FORM

In order to proceed with your design, it is crucial that we have this information with your artwork.

DESIGN NAME _____ DATE RECEIVED _____

P.O. NUMBER _____ SHIP DATE _____

____ STANDARD (5-8 WORK DAYS) ____ PRIORITY (2-3 WORK DAYS) ____ 24 HOURS

BILL TO: _____
ADDRESS: _____

SHIP TO: _____
ADDRESS: _____

PHONE: _____

PHONE: _____

Please check the following that apply

____ NEW DESIGN ____ COPY ARTWORK EXACTLY

____ MODIFICATION TO OLD DESIGN ____ IMPROVE ON ART WORK
(Name of design)

____ COPY DISK (number of copies _____ format type _____)

3.5 DISK FORMAT _____ **DESIGN SIZE** _____

____ Same as artwork change size to _____ high and _____ wide

FABRIC TYPE _____ **GARMENT TYPE** _____
(cotton, denim, pique knit, leather etc...) (golf shirt, cap, jacket, sweatshirt etc...)

____ NYLON ____ CORDUROY **PLACEMENT** _____
(left sleeve, right chest, center cap, etc.)

____ TERRY ____ FLEECE
____ 100% COTTON ____ KNIT ____ PIQUE ____ CANVAS ____ BRUSHED COTTON
____ WOOL ____ TWILL ____ SPECIFY OTHER (_____)

NUMBER OF COLORS IN DESIGN: _____

ADDITIONAL COLOR INFORMATION: _____

SPECIAL INSTRUCTIONS:

SHIP VIA: ____ UPS GROUND ____ UPS 2ND DAY ____ UPS NEXT DAY
____ MODEM E-MAIL ADDRESS _____
____ PICK UP ____ OTHER