Order Date: _____   Start Ship Date: _____   Ship by Date: _____

Customer PO#: _____   Sales Rep: _____   Sales Rep Phone#: _____

*Start ship date/due date = 2 weeks minimum from date order is received   *Ship by/cancel date = 3 weeks minimum from date order is received

---

Bill to Address: _____

City: _____   State: _____

Zip: _____   Phone: _____

Email: _____

Terms: ☐ COD until net 30 approval (attached references)   ☐ Other

☐ Hold for net 30 approval (attached references)   ☐ Approved net 30

Notes: _____

Ship to Address: _____

City: _____   State: _____

Zip: _____   Phone: _____

Email: _____

Ship via: ☐ UPS   ☐ 3rd Day   ☐ 2nd Day   ☐ Priority Mail

☐ Air Parcel Post   ☐ Must Ship Complete   ☐ Must Ship Complete   ☐ Other

Notes: _____

Office Use Only

Sales Account #: _____

COGS Account #: _____

Ship via: ☐ Rep   ☐ Customer   ☐ Show   ☐ Other

Type of Order

☐ Custom   ☐ Embroidery   ☐ Screen

Style	Color	Design # Icon	Design Description	LOC	Namedrop Large	Namedrop Small	XS	S	M	L	XL	XXL	XXXL	Total QTY	Price	Amt

Special Instructions:			XXL upcharges		
			XXXL upcharges		
			Total		

Rush approved by: _____

Customer Signature: _____

Print Name: _____

Terms & Conditions

*Orders cannot be changed once submitted   *Interest on past due balances will be charged 1.5%   *Collection fees, court costs, and attourney fees will be added to amount due should we prevail in a court of law