

- New Order**
- Revision**
- Copy**
- Conversion**
- Previously Quoted**



Date \_\_\_\_\_

# ORDER FORM

**COMPANY NAME** \_\_\_\_\_

Ordered By \_\_\_\_\_

Phone Number \_\_\_\_\_ EXT \_\_\_\_\_

FAX Number \_\_\_\_\_

## TYPE OF SERVICE

- RUSH** (Next Day)
- REGULAR** (3 - 6 Days)
- JACKET BACK** (4 - 6 Days)

**DESIGN NAME** \_\_\_\_\_

**PO#** \_\_\_\_\_

Fabric Type \_\_\_\_\_

Placement on Garment \_\_\_\_\_

To be Sewn on Caps? \_\_\_\_\_ Yes \_\_\_\_\_ No

Desired Size (inches) H \_\_\_\_\_ W \_\_\_\_\_

## EMBROIDERY DISK FORMAT

- Barudan
- Melco
- Other \_\_\_\_\_
- Tajima
- Zsk

**# of Colors** \_\_\_\_\_

**SPECIAL INSTRUCTIONS** \_\_\_\_\_

**Please be as precise as possible. Lack of information can result in errors in the final product and delayed delivery!** Art submitted on computer disk or original artwork is preferred. We can provide excellent results from Free-Hand and Illustrator. We can also use Bitmap, GIF, JPEG, TIF, Photoshop and Windows Metafile. Please convert all type to outlines and save as an eps file.

## SHIPPING INSTRUCTIONS

- Your Internet Page
- Email to \_\_\_\_\_
- FedEx
- UPS Ground
- Customer Pick-up \_\_\_\_\_
- US Mail \_\_\_\_\_
- Other \_\_\_\_\_

STARBIRD TERMS OF SALE: COD, Credit Card or net 30 days, with pre-approved credit, based on credit references submitted. All ownership and title of product sold remains with Starbird until payment has been received and cleared through the banking system.

## THANK YOU FOR YOUR ORDER!

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