PURCHASE ORDER

Fax completed order to: (210) 590-8335

ORDER DATE

DATE NEEDED

Please Allow Two (2) Weeks for Standard Delivery (from the time of art approval)

JOB NAME

1. Customer Information

Contact Person:_____

Phone:_____ Fax:_____

E-Mail:_____

2. Item Information

Qty.	Color	Style / Item Detail	Youth SM 6-8	Youth MD 10-12	Youth LG 14-16	Youth XL 18-20	Adult SM	Adult MED	Adult LG	Adult XL	Adult 2XL	Adult 3XL	Adult 4XL	Adult 5XL
			WILL NOT FIT ADULT PALLETS VERIFY DESIGN SIZE WITH CUSTOMER	WILL NOT FIT ADULT PALLETS VERIFY DESIGN SIZE WITH CUSTOMER										

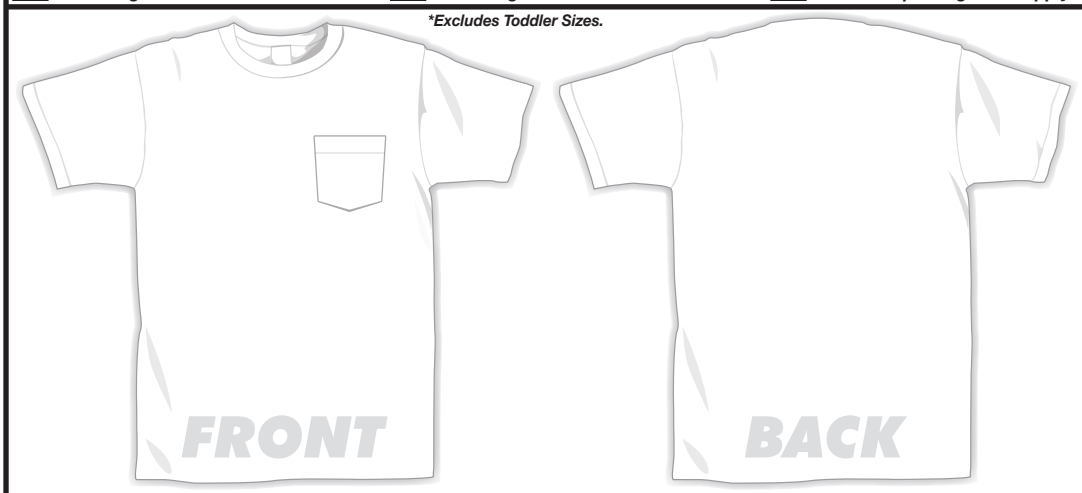
3. Placement / Ink Color Instructions

☐ **Size Artwork for Adult Only** Max. Image size 12"W x 15"H

☐ **Size Artwork for Youth Only** Max. Image size 9.5"W x 12"H*

☐ **Size Artwork for Both** Add. set-up charges will apply

*Excludes Toddler Sizes.



☐ Full Front	☐ L/Chest ☐ PKT	☐ Full Back	☐ R Slv ☐ L Slv	Other ☐
1._____	1._____	1._____	1._____	1._____
2._____	2._____	2._____	2._____	2._____
3._____	3._____	3._____	3._____	3._____
4._____	4._____	4._____	4._____	4._____
5._____	5._____	5._____	5._____	5._____
6._____	6._____	6._____	6._____	6._____

Ink Colors

4. Art Instructions

☐ Stock / Ref. No.:

IMPORTANT!: Instructions must be clear, legible, and very specific.

☐ Customer e-mailed art

File Name(s)

6. Shipping Information (ship to address)

☐ Business ☐ Residence

Company:_____ Attn.:_____

Address:_____

City:_____ State:____ Zip Code:_____

Preferred Shipper:

☐ UPS ☐ Lone Star Overnight ☐ Other (Specify)

Service:

☐ Next Day ☐ 2nd Day ☐ 3 Day