



Screen Printing Order Form

DATE:	Re-Order#
Expected Ship Date:	
In Hands Date:	

PO#		Notes:
Name of Order		
Customer Name		
Customer Address		
Contact Name		
Phone#		
Email		

Payment Info:		Credit Card <input type="checkbox"/>
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Finishing Options:	<input type="checkbox"/> Hang Tag	<input type="checkbox"/> Printed Neck Label	<input type="checkbox"/> Fold Only
	<input type="checkbox"/> Heat Transfer Tags		<input type="checkbox"/> Fold & Bag
	<input type="checkbox"/> Other		<input type="checkbox"/> Fold, Bag & Sticker

Production Notes	
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Placement: <i>Ex, Front Center with size of design</i>	FRONT	BACK	LEFT SLEEVE	RIGHT SLEEVE	TAG
Design Details: <i>Ex, Pantone colors</i>					
<input type="checkbox"/> Underbase?					

BRAND & STYLE	COLOR	ADULT/YOUTH QUANTITY										Total
		XS	S	M	L	XL	2X	3X	4X	5X		
												0
												0
												0
												0
												0
												0
												0
												0
												0
												0
												0
												0
												0
												0
Totals												0

Special Art Notes:

Pickup and Delivery Details

<input type="checkbox"/> Delivery	<input type="checkbox"/> Scheduled Pick-up	Additional Shipping Notes <i>(if Applicable)</i> :
Company/Organization:		
Contact Name:		
Delivery Address:		
Delivery Email:		
Delivery Phone #:		

If Delivery, please select from the following Op ions: *(If information is not provided, we will default to Atlas FedEx account via ground)*

Shipper Account #:						
UPS:	<input type="checkbox"/> Freight	<input type="checkbox"/> Ground	<input type="checkbox"/> 3-Day Select	<input type="checkbox"/> 2-Day AM	Next Day Air <i>(Select One)</i>	<input type="checkbox"/> Next Day Early <input type="checkbox"/> Next Day Air <input type="checkbox"/> Next Day Saver
FedEx:	<input type="checkbox"/> Freight	<input type="checkbox"/> Ground	<input type="checkbox"/> 3-Day Express Saver	<input type="checkbox"/> 2-Day	Overnight <i>(Select One)</i>	<input type="checkbox"/> First Overnight <input type="checkbox"/> Priority Overnight <input type="checkbox"/> Standard Overnight