



937.592.7075

info@engelhauptembroidery.com

We can take your order over the phone, text or email.

This is a list of all the information we will need

Please fill this out or use as a guideline

**Inquiring for a quote/estimate or going ahead with order?**

Wanting a custom set up of a provided file/picture?

template layout if no file provided/ repeat design on file:

**Hat style, color, sizing & amounts of each:**

*\*supplying hats is at your own risk, pricing structure is different for supplied items*

**Hat embroidery placement be detailed: wording, images etc:**

Left Front:

Right Front:

Left Side:

Right Side:

Back:

**Center front or details of other location:**

**type of lettering style, as is on template or supplied file:**

**color of lettering/designs or let us decide:**

**proof desired? Circle request: BEFORE (not included) or AFTER (included in services)**

**\*\*\*\*a proof requested before order is placed in full is \$20**

***This does NOT include a custom set up fee. The proof fee is non refundable.***

***\*It includes two proofs which are pictures of the computer screen***

**PAYMENTS: for online orders we use square invoicing. You can pay online or send a check by request**

***\*Payment is required prior to beginning on your order.***

**We hope this information helps you in placing your order with us. We can answer any more questions you might have.**

**Thank you very much for choosing to use us for your custom embroidery needs.**

**Engelhaupt Embroidery LLC**

Customer info:

Address:

Email: