

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:	
garment style, color, sizing & amounts of each:	
***supplying garments is at your own risk, pricing structure is different for supplied items**	
garment embroidery placement be detailed: wording, images etc:	
Left Chest:	
Right Chest:	
Left Sleeve:	Right Sleeve:
Back Center 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) Proof: Before / After / None

*****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:	

Phone number: