



This form must be printed, completed and included in your drop-off bag or items will not be processed. Contact Email: jbu915@me.com Phone: (817) 300-8418

Submitted by _____

Phone _____

Email _____

Address _____

City/State/Zip _____

Online Order ID	Item & Embroidery Description <u>Name or Initials (in proper order) or School Logo</u> <small>(polo shirt, bag, backpack, jacket, dress shirt, camp shirt, etc.)</small>	Name-Initials or Logo		Color	Style Block or Script	Date of Drop off	Pickup Request Date
		<u>Size</u> <small>Small, med or Lrg or in inches (3/4" 1/2" 1" 2" 3"</small>	<u>Placement</u> <small>Left Chest Right Chest or Back, Cuff, Collar or Pocket</small>				

TOTAL NUMBER OF PIECES _____

NOTES