



Standard personalisation order form

- Please photocopy this form so the original can be used again.
- Please complete all details in BLOCK CAPITALS.

Your company details

Company name:

Account number:

Your Purchase Order number:

Mr/Mrs/Ms/Miss Last name:

First name:

Telephone no.

Fax no.

Email address:

Industry type:

No. of employees: No. of uniform wearers:

Your invoice address

Building name or number:

Street name:

Post town/city:

County:

Country: Postcode:

Delivery address (if different from invoice address)

For the attention of:

Building name or number:

Street name:

Post town/city:

County:

Country: Postcode:

Telephone no.

Standard embroidery requirements

Please use additional sheets for more items.

Lettering message (Have up to three lines personalised on your garment)	1a Typeface	1b Upper case, lower case, combination	2 Type size (mm)	3 Type direction	4 Type colour	5 Position on garment	6 Price
Line 1							
Line 2							
Line 3							
Apply this to which garment?	Style code <input type="text"/> Description: <input type="text"/>					Size: <input type="text"/>	Quantity: <input type="text"/>
(order these separately on the garment order form on page 289)							

Line 1							
Line 2							
Line 3							
Apply this to which garment?	Style code <input type="text"/> Description: <input type="text"/>					Size: <input type="text"/>	Quantity: <input type="text"/>
(order these separately on the garment order form on page 289)							

Standard name badge requirements

Lettering message (If the text for each badge is different please supply separately)	1 Typeface	2 Colour (style code)	3 Quantity (£5 each)
Line 1			
Line 2			

Order confirmation

I confirm that the above Standard Personalisation Design instructions are to my requirement, accept the tariff enclosed, and understand that personalised garments are non-returnable.

Signature: Date:

Position:

Please complete this form and return to us with your garment order form on page 289

Total cost

Embroidery total
(Add A and B above plus any extra sheets)

Badges total

Sub-total

Copy this total into the personalisation total box on your garment order form on page 289

For payment methods, see page 287