EMBROIDERY ORDER FORM

BME FACTORY

NEW ☐ RE-ORDER ☐
If Re-Order, provide original PO#:_____

Company Name:
Address:
Contact: Email:
Phone: Email2:
Payment Info: Credit Card ☐ Terms ☐ Firm Date_____

PO#_____
Date Ordered_____
Ship Date ** _____
In-Hands Date**_____

** Credit Card Orders incur and additional 3% Convenience Fee

EMBROIDERY DETAILS

LOCATION 1			LOCATION 2		
Logo Name/location:			Logo Name/location:		
Colors: (Step-by-Step per DST File)			Colors: (Step-by-Step per DST File)		
1)	5)	9)	1)	5)	9)
2)	6)	10)	2)	6)	10)
3)	7)	11)	3)	7)	11)
4)	8)	12)	4)	8)	12)

IMPORTANT NOTES

FINISHING OPTIONS:

☐ Label Change ☐ Fold Only ☐ Fold & Bag ☐ Fold, Bag & Sticker
☐ Other_____

SHIPPING INFORMATION

☐ Delivery ☐ Scheduled Pick-up
Company/Organization:
Contact Name:
Delivery Address:
Delivery Email:
Delivery Phone#:

RUSH ORDER? ☐ **
1 Day Rush ☐
2 Day Rush ☐
3 Day Rush ☐

Shipper Account #:_____ ***FedEx is our Default Shipper***

UPS			FEDEX		
☐ Freight	☐ Ground	☐ 3-Day Select	☐ Freight	☐ Ground	☐ 3-Day Exp Saver
☐ 2-Day	☐ 2-Day AM		☐ 2-Day	☐ 2-Day AM:	
NEXT DAY AIR (Select One)			OVERNIGHT (Select One)		
☐ Next Day Early	☐ Next Day Air	☐ Next Day Saver	☐ First Overnight	☐ Pri. Overnight	☐ Std. Overnight

GARMENT SUPPLIER DETAILS

☐ **All BME Factory Goods** ☐ All Customer Supplied Goods ☐ Partial

APPAREL DETAILS

Product Description	Product Color	XS	S	M	L	XL	2X	3X	4X	5X		Total
TOTALS												

See Additional Apparel ☐ Approval Signature _____

**Please note production time is scheduled after we have received all goods and approvals. We do our best to meed in hand´s date, so if you have a firm date please make us aware by filling in the box provided. PO form effective 1/1/2022 & subject to change. All former PO forms by BME Factory are Null Void upon this effective date.