

Date	
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# EMBROIDERY AUTHORITY QUOTE REQUEST

BILLING INFORMATION		SHIPPING INFORMATION	
Company		Company	
Attn		Attn	
Address		Address	
City		City	
State		State	
Zip		Zip	
Phone		Date Required	

DIGITIZING (one-time setup of logo as an embroidery file - if needed)	
Name of file(s) emailed to logos@embroideryauthority.com	
Date sent	
Size(s) of logo requested (we'll recommend if requested)	

EMBROIDERY					
(note any changes in thread colors as compared to previous orders, or on different color items in this order)					
Location		Location		Location	
Logo		Logo		Logo	
Colors		Colors		Colors	
Notes		Notes		Notes	

APPAREL (PUT QUANTITIES IN COLUMNS)												
Item	Description	Color	XS	S	M	L	XL	2X		Qty	Price	Total
Example K420	Polo	White	3		4		7			14	\$17.98	\$251.72
Item	Description	Color	XS	S	M	L	XL	2X		Qty	Price	Total
Place each size above XL on separate line. For shirts, add \$3 for 2XL, \$5 for 3XL, \$7 for 4XL, \$9 for 5XL, \$11 for 6XL.												

Fill in as much information as you can or care to and fax to 904-287-4820. We'll contact you for details if needed and respond with a quote usually by the next business day.