

## Key Embroidery Order Form

Custom Embroidery, Screen Printing, Heat Press

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Business Name (if applicable): \_\_\_\_\_

Address (if shipping order): \_\_\_\_\_

Email: \_\_\_\_\_ Preferred Contact Method: Call  Text  Email

Select the service(s) that apply:

Embroidery Service                       Screen Printing Service                       Heat Press Service

Describe your project: \_\_\_\_\_

\_\_\_\_\_

### Business Logo or Custom Artwork Design:

- First Order - Attach file for in-house digitizing. (Vector files (.ai, .eps, .pdf) or high-resolution Raster files (.psd, .jpg, .tiff, .png). If you don't have any of these formats, send me a high-quality picture of your logo taken in natural light.
- Repeat Order – Your logo/artwork is on file.

### Stock Embroidery Designs:

- You would like to use a stock design and/or lettering. Describe what you want (Example: a snowman design with Happy Holidays in script font on cloth napkins) \_\_\_\_\_

\_\_\_\_\_

### Apparel and/or Items To Embellish:

- You are providing the items. Please call to coordinate a time for drop off.
- You would like to order apparel through Key Embroidery. Please fill out the Order Form below:

Order your logo-ready apparel, bags, and caps.

*Link is on the website.*

Product #	Brand Name	Description	Quantity	Size	Color

I will review your order and contact you to discuss the details. No charges will be incurred until you approve the order.

Please email your completed order form to [melanie@keyembroidery.com](mailto:melanie@keyembroidery.com)  
or take a clear picture of it and text it to me at 623-582-5806.

**Thank you for your business!**