

EMBROIDERY FORM



SIMON JERSEY

INVOICE ADDRESS

Account number:

Last name:

First name:

Building name/number:

Street name:

Post town/city:

County:

Country:

Postcode:

Telephone number:

Email Address:

DELIVERY ADDRESS (if different from invoice address)

Account number:

For the attention of:

Building name or number:

Street name:

Post town/city:

County:

Country:

Postcode:

Telephone number:

PLACING YOUR ORDER

Purchase Order number:

1. TELL US ABOUT YOUR LOGO

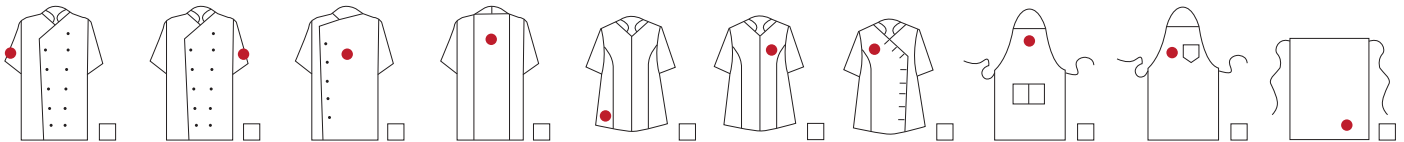
Please provide your logo disc reference (usually 4 digits sometimes with a letter).

2. TELL US A LITTLE MORE

Please provide a brief description of the logo i.e. - Funshine Children Centre - Red House, yellow roof etc.

3. CHOOSE YOUR POSITION

The positions are as worn. Select multiple positions for extra applications on the same item.



Please note: Embroidery on pockets makes them unusable. Logos embroidered on sleeves can only be a maximum width of 7cm, and logos embroidered on the breast, can only be a maximum width of 8cm.

Other - Please specify in as much detail as possible.



Sections 4-8 are for adding lettering to your design. These sections do not need to be completed if you only require your logo to be embroidered.

4. CHOOSE YOUR TYPE FACE

Roman *Banff* *Script* **Block**

5. CHOOSE YOUR DIRECTION

Upward Arch

Straight Line

Downward Arch

6. CHOOSE YOUR LETTERING SIZE

The max. number of characters and spaces possible in each position*.

Lettering size:	15mm <input type="checkbox"/>	12mm <input type="checkbox"/>	10mm <input type="checkbox"/>	8mm <input type="checkbox"/>
Breast*:	10	12	15	16
Sleeve*:	5	6	7	8

7. CHOOSE YOUR WORDING

What wording you would like on your garment. (15 characters max. per line)

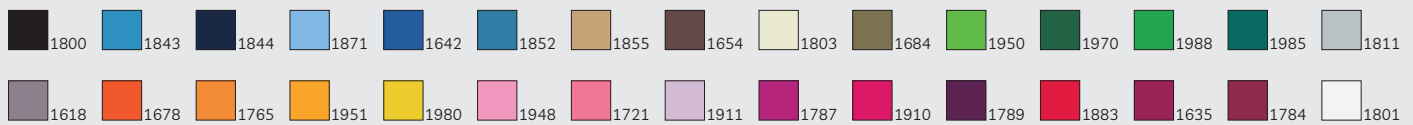
Line 1: _____

Line 2: _____

Line 3: _____

8. CHOOSE YOUR COLOUR

Please use this key to tell us in the form below, what colour you would like for each garment.



9. TELL US WHICH ITEMS YOU WOULD LIKE

Product Code	Description	Embroidery colour	Size	Qty

Once complete, please send your form, along with a PDF of your logo, to us at orders@simonjersey.com

Simon Jersey will raise an order on submission of this form. You will receive an automated response with links to payment options and a preview of your logo. Payment of this order is considered confirmation that you are happy with your logo.

We do not accept returns on embroidered items unless the embroidery is incorrect as a fault of Simon Jersey. To ensure you are completely happy with the garments before placing your embroidery order, we recommend ordering the items from our website, checking the product and sizing, and returning free of charge for a full refund.