

# RICI Embroidery Order Form

## Customer Information

- Full Name: \_\_\_\_\_
  - Phone Number: \_\_\_\_\_
  - Email Address: \_\_\_\_\_
  - Shipping Address: \_\_\_\_\_
  - Employer ID #: \_\_\_\_\_
  - Department: \_\_\_\_\_
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## Order Details

| Item Type | Quantity | Color | Size(s) | Placement (e.g., chest, sleeve) |
|-----------|----------|-------|---------|---------------------------------|
| _____     | _____    | _____ | _____   | _____                           |
| _____     | _____    | _____ | _____   | _____                           |
| _____     | _____    | _____ | _____   | _____                           |

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## Embroidery Design Details

- Do you have a logo/design?  Yes  No
  - Upload your logo: *(Attach file or email separately)*
  - Preferred Thread Colors:
  - Placement Options:  
 Left Chest     Right Chest     Left Arm     Right Arm
  - Additional Notes / Instructions:
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## Digitizing Fee (if applicable):

Already digitized  Needs digitizing

- File format:  DST  PES  Other: \_\_\_\_\_

## Special Instructions / Notes:

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## Payment Method:

Credit Card  Other: \_\_\_\_\_

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## Terms and Acknowledgment

- All custom orders are final and non-refundable.
- Turnaround time begins once artwork is approved, and payment is received.
- Customer is responsible for checking spelling/design approval before production.

Customer Signature: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

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## Correctional Industries USE ONLY

## Pricing & Cost Breakdown

| <u>Description</u>       | <u>Qty</u> | <u>Unit Price</u> | <u>Total</u>    |
|--------------------------|------------|-------------------|-----------------|
| Embroidery Service       |            | \$                | \$              |
| Garments Provided        |            | \$                | \$              |
| Design / Digitizing      |            | \$                | \$              |
| Rush Fee (if applicable) |            | \$                | \$              |
| <b>Estimated Total</b>   |            |                   | <b>\$ _____</b> |