

Date:	10/17/2006	Account #:		Purchase Order #:	
Account Name:				Phone:	
Ship to Address:				Contact Name:	
Attention:				Special Instructions:	
Street Address:					
City:		State:			

PLEASE USE THE REFERENCE SHEET PROVIDED. INDICATE COLOR, PLACEMENT, FONT STYLE & SIZE BY REF #

EXAMPLE: Item # 898NBT	Size: S	Qty: 3	Item Price: 8.95	Emb Chg: 3.00
Enter Up To 3 Lines Of Embroidery Instructions			Color	Placement
1. Dr. John Smith			7	15
			4	3

****Please enter embroidery instructions EXACTLY as they should appear on the garment including punctuation, spaces, and UPPER and lower case.****

Item #:		Size:		Qty:		Item Price:		Emb Chg:	
Enter Up To 3 Lines Of Embroidery Instructions						Color	Placement	Font Style	Font Size
1.									
2.									
3.									
4.									

Logo, Kaumagraphy or other special instructions:

Item #:		Size:		Qty:		Item Price:		Emb Chg:	
Enter Up To 3 Lines Of Embroidery Instructions						Color	Placement	Font Style	Font Size
1.									
2.									
3.									
4.									

Logo, Kaumagraphy or other special instructions:

Item #:		Size:		Qty:		Item Price:		Emb Chg:	
Enter Up To 3 Lines Of Embroidery Instructions						Color	Placement	Font Style	Font Size
1.									
2.									
3.									
4.									

Logo, Kaumagraphy or other special instructions:

Item #:		Size:		Qty:		Item Price:		Emb Chg:	
Enter Up To 3 Lines Of Embroidery Instructions						Color	Placement	Font Style	Font Size
1.									
2.									
3.									
4.									

Logo, Kaumagraphy or other special instructions:

Personal Touch EMBROIDERY REFERENCE SHEET

Health Care Apparel Inc.

Please use the reference numbers listed when completing your embroidery request

All embroidery instructions must be received in typewritten format to ensure accuracy for names, titles and departmental information. Embroidered items are non-returnable. All embroidery orders require 7 to 10 working days for your order to ship.

Please note that embroidery orders cannot be set up as standing orders or entered as future orders.

Embroidered Logo Prices: (Apply to any order that contains a logo)

Minimum Order Quantity for custom logo-embroidered items: **24 each**

Set up fee for a customized logo up to 10,000 stitches: **\$135.00** (*over 10,000 stitches: \$200.00)

Price per each logo application up to 10,000 stitches: **\$3.50** (*over 10,000 stitches: \$5.00)

**For larger logos or questions on size, please call us at 888-626-1703*

Embroidered Lettering Prices: (No set up fee for lettering only)

1 Line = **\$3.00**

2 Lines = **\$4.00**

3 Lines = **\$5.00**

Minimum Order Quantity: 2 Each

<u>COLORS</u>			<u>PLACEMENT</u>		
Ref #			Ref #		
1	M1000	BLACK	1	BLP	ABOVE BACK LEFT POCKET OF PANT
2	M1001	WHITE	2	BRP	ABOVE BACK RIGHT POCKET OF PANT
3	M1392	GREEN (OLIVE)	3	CR	CTR FRONT (FOR CAPS AND BIB APRONS)
4	M1628	LIGHT BLUE	4	CRNR	AT CORNER OF BLANKET
5	M1651	GREEN (EMERALD)	5	LFW	LEFT FRONT OF PANT JUST BELOW WAIST
6	M1683	YELLOW (LEMON)	6	LSHO	LEFT SHOULDER
7	M1742	NAVY BLUE	7	LSLV	LEFT SLEEVE
8	M1751	KELLY GREEN	8	OLP	ON LEFT POCKET (note-pocket will be nonfunctional)
9	M1784	BURGUNDY	9	ORP	ON RIGHT POCKET (note-pocket will be nonfunctional)
10	M1839	TRUE RED	10	OTHER	OTHER
11	M1842	ROYAL BLUE	11	RFW	RIGHT FRONT PANT JUST BELOW WAIST
12	M1918	MEDIUM GRAY	12	RSHO	RIGHT SHOULDER
13	M1944	DARK NAVY	13	RSLV	RIGHT SLEEVE
14	M1955	GOLD	14	ULC	UPPER LEFT CHEST
			15	URC	UPPER RIGHT CHEST

<u>FONT STYLE</u>			
Ref #	EMB CODE	DESCRIPTION	EXAMPLE
1	DIANE SC	DIANE SCRIPT	<i>Karen Sullivan</i>
2	FULL BLO	FULL BLOCK	Karen Sullivan
3	OPEN BLO	OPEN BLOCK	Karen Sullivan
4	REG SCRIP	REGULAR SCRIPT	<i>Karen Sullivan</i>
5	BR SCR U/L	BRUSH SCRIPT	<i>Karen Sullivan</i>

<u>FONT SIZE</u>			
Ref #	EMB CODE	DESCRIPTION	EXAMPLE (not to exact scale)
1	1"	1" MAX <u>10</u> CHARACTERS – see example (character max includes punctuation & spaces)	<i>Pat Schmit</i>
2	1/2"	1/2" MAX <u>20</u> CHARACTERS – see example (character max includes punctuation & spaces)	<i>Patricia Smith, M.D.</i>
3	3/4"	3/4" MAX <u>15</u> CHARACTERS – see example (character max includes punctuation & spaces)	<i>Joe Smith, M.D.</i>
4	3/8"	3/8" MAX <u>25</u> CHARACTERS – see example (character max includes punctuation & spaces)	<i>Patricia A. Smith, D.O.N.</i>