

# ART/EMBROIDERY APPROVAL

(name of Organization)

(Person Ordering)

☐ Manually Drawn

☐ Shown as Reversed Image

☐ Computer Generated

Format: \_\_\_\_\_ File Name: \_\_\_\_\_

Dear Customer, Please Check:

☐ Colors Used/Noted

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

☐ Printing or Emb. Location

☐ Front ☐ Sleeve ☐ LEFT  
☐ Back ☐ Crest ☐ RIGHT  
☐ Leg ☐ Other \_\_\_\_\_

☐ Spelling

☐ Size

Art Is Shown:

☐ Actual Size  
☐ Not Actual Size  
Actual Size is:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Customer:

If you are changing the original specifications of this art/order, please initial that you understand these terms of the agreement:

For Screen Printing:

Art Charges: First 1/2 hour of art per color/location/screen is free with each order. Changes may be subject to additional charges at \$30 per hour.

For Embroidery:

One free sew-out sample of fully custom digitized designs is included with each order. Designs using stock alphabets and/or stock pre-digitized graphics are subject to a sew-out charge (quoted) any changes to a digitized design may be subject to additional charges.

☐ Approved

I verify that the specifications set forth in this artwork are correct and are not subject to any further alteration without an additional art/embroidery charge.

X \_\_\_\_\_ / /  
(date approved)

☐ Make Changes  
as Noted