EMBROIDERY PEOPLE

Silverleaf Embroidery & Printing | Customer Order Form

(520) 203-7208
dave@embroiderypeople.net
embroiderypeople.net

Fill this out once and we'll have everything we need — no back-and-forth.

Email your logo PNG to dave@embroiderypeople.net along with this form.

1. Your Contact Info

Your name

Business / organization

Phone

Email

Best way to reach you: ☐ Call ☐ Text ☐ Email

2. Garment

Garment type (check all that apply):

☐ T-shirt ☐ Polo ☐ Hoodie / Sweatshirt

☐ Quarter-zip ☐ Jacket ☐ Cap / Hat

☐ Beanie ☐ Bag / Tote ☐ Apron

☐ Other:

Brand / style # (optional)

Garment color(s)

Decoration: ☐ Embroidery ☐ Screen print ☐ DTF transfer ☐ Not sure

3. Quantity by Size

XS	S	M	L	XL	2XL	3XL	4XL	Youth	TOTAL

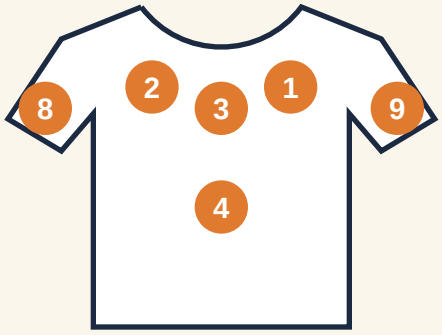
Hats / caps / bags qty:

Youth sizes? List them in Notes (YS, YM, YL).

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4. Logo Placement Map — check every spot you want

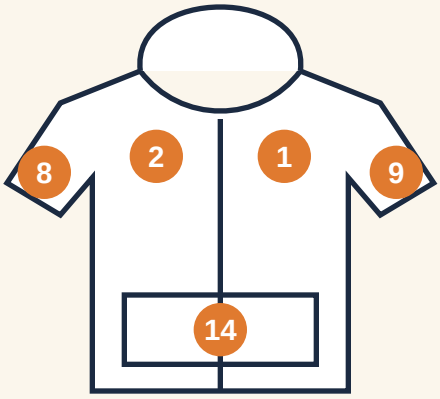
Find the number on the drawings, then check the matching box below.



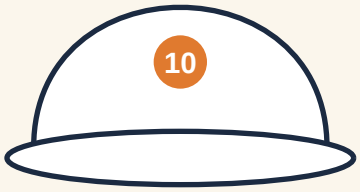
SHIRT / POLO — FRONT



SHIRT / POLO — BACK



HOODIE / JACKET



CAP — FRONT



CAP — SIDE



CAP — BACK

(spot 11 = wearer's left side; 12 = right side, same spot)

- 1 ☐ Left chest
- 2 ☐ Right chest
- 3 ☐ Center chest
- 4 ☐ Full front
- 5 ☐ Full back
- 6 ☐ Upper back / yoke
- 7 ☐ Nape / back of neck
- 8 ☐ Left sleeve
- 9 ☐ Right sleeve
- 10 ☐ Hat front center
- 11 ☐ Hat left side
- 12 ☐ Hat right side
- 13 ☐ Hat back
- 14 ☐ Pocket

Anything else about placement? (e.g., different logo on back)

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5. Logo Size (check one per spot, or give a custom size)

- ☐ Left chest — 3.5" wide (3"–4")
- ☐ Cap front — 2.25" tall x up to 4.5" wide
- ☐ Sleeve — 3" wide
- ☐ Full back — 10"–12" wide
- ☐ Full front — 10"–11" wide
- ☐ Not sure — Dave recommends

Custom size: _____ **in. wide x** _____ in. tall

6. Logo Artwork

Email your logo PNG to dave@embroiderypeople.net along with this form.
PNG with transparent background, or vector AI / EPS / PDF / SVG. Put your name in the subject.

- ☐ I emailed my logo file
- ☐ No file — here's a description:

Thread / ink colors: ☐ Match my logo colors _____

Personalization — names / numbers (list or note "see attached")

7. Timeline & Delivery

Needed by (date) _____

Event date _____

Budget range (optional) Select

Get it by: ☐ Pickup (Oro Valley) ☐ Delivery — address in Notes

8. Notes

We'll email a digital mockup and quote for your approval before anything is stitched.