

Please print clearly.

1 item per form per clear ziplock bag.

Incomplete forms will delay processing.

<input type="checkbox"/> SW <input type="checkbox"/> Other <input type="checkbox"/> SS	Emp Initials	Date Form & Needlework Received By CS&G	#
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CUSTOMER INFORMATION

Customer Name	Phone Number
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Email

FINISHING INSTRUCTIONS

Item Description

<input type="checkbox"/> FINISHERS CHOICE FOR ALL (Backing Fabric, Lining Fabric & Trim/Cording)	<i>Item to be finished as:</i> <input type="checkbox"/> Ornament <input type="checkbox"/> Stocking <input type="checkbox"/> Block Only <input type="checkbox"/> Stand-Up <input type="checkbox"/> Pillow <input type="checkbox"/> Other	<i>Finishing Style:</i> <input type="checkbox"/> Cookie <input type="checkbox"/> Puffy <input type="checkbox"/> Flat <input type="checkbox"/> Boxed (Gusset Width) _____
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First Fabric Choice	Second Fabric Choice
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Lining Fabric

Trim / Cording

<input type="checkbox"/> Monogram <input type="checkbox"/> Tone on Tone <input type="checkbox"/> Block <input type="checkbox"/> All Caps <input type="checkbox"/> Upper & Lower Case <input type="checkbox"/> No Monogram <input type="checkbox"/> Contrasting Thread <input type="checkbox"/> Script <input type="checkbox"/> All Lower Case	Monogram Position
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ILLUSTRATION

ADDITIONAL INSTRUCTIONS

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POLICIES & PROCEDURES

1. We do not assume responsibility if the thread or canvas is not colorfast.
2. We do not clean the canvas if it is dirty.
3. Items not picked up within 2 months of the customer being contacted will be sold to cover the finishing cost.

CUSTOMER AUTHORIZATION

<input type="checkbox"/> I approve this work order and have read the policies and procedures above regarding finishing.	
Customer Signature:	Date:

CUSTOMER PICKUP

Date Customer Called for Pick-up	<input type="checkbox"/> Talked to Customer <input type="checkbox"/> Emailed <input type="checkbox"/> Left Message	Emp Initials
Customer Signature for Pick-up	Date	