

Please print clearly.  
1 item per form per clear ziplock bag.  
Incomplete forms will delay processing.

Date	
<b>CUSTOMER INFORMATION</b>	
Customer Name	Phone Number
Email	
<b>FINISHING INSTRUCTIONS</b>	
Needlework Item Description	
Finish Item As <input type="checkbox"/> Ornament <input type="checkbox"/> Stocking <input type="checkbox"/> Pillow <input type="checkbox"/> Stand-Up <input type="checkbox"/> Block Only <input type="checkbox"/> Other	
Finishing Style <input type="checkbox"/> Cookie <input type="checkbox"/> Puffy <input type="checkbox"/> Flat <input type="checkbox"/> Boxed (Boxed Width _____)	
<input type="checkbox"/> <b>FINISHERS CHOICE FOR ALL ( BACKING FABRIC, LINING FABRIC &amp; TRIM/CORDING)</b>	
Backing Fabric	
Lining Fabric	
Trim / Cording	
Monogram <input type="checkbox"/> Tone on Tone <input type="checkbox"/> Contrasting Thread <input type="checkbox"/> Block <input type="checkbox"/> Script <input type="checkbox"/> All Caps <input type="checkbox"/> All Lower Case <input type="checkbox"/> Upper & Lower case	
<b>POLICIES &amp; PROCEDURES</b>	
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. <b>Finishing takes approximately 3-4 months once it is received by the finisher.</b> (Finishing is not always shipped out from CS&G on the day we receive it.) 4. Items not picked up within 2 months of the customer being contacted will be sold to cover the finishing cost.	
<b>CUSTOMER AUTHORIZATION</b>	<b>CUSTOMER PICKUP</b>
<input type="checkbox"/> I approve this work order and have read the policies and procedures above regarding finishing.	Date Customer Called for Pick-up
Customer Signature: <b>X</b>	Customer Signature for Pick-up
Date:	Date