

# DIGITIZING ORDER FORM



ORDER DATE: \_\_\_\_\_ SHIP DATE: \_\_\_\_\_ PO #: \_\_\_\_\_

## STEP 1: TYPE OF ORDER

- NEW ORDER  
 QUOTE ONLY

- EDIT OR REVISION (STEP 2 REQUIRED)  
 DISK COPY (STEP 2 REQUIRED)  
 DISK CONVERSION

## STEP 2: ADDITIONAL INFO

DESIGN NAME: \_\_\_\_\_  
DESIGN NUMBER: \_\_\_\_\_

### BILL TO:

COMPANY: \_\_\_\_\_  
CONTACT: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_  
PHONE: \_\_\_\_\_  
FAX: \_\_\_\_\_  
EMAIL: \_\_\_\_\_

### SHIP TO:

SAME AS BILL TO

COMPANY: \_\_\_\_\_  
CONTACT: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_  
PHONE: \_\_\_\_\_  
FAX: \_\_\_\_\_  
EMAIL: \_\_\_\_\_

## SERVICE REQUESTED

(FROM DATE OF ORDER)  
SAME DAY: \_\_\_\_\_  
5-8 DAY: \_\_\_\_\_  
3-4 DAY: \_\_\_\_\_  
1-2 DAY: \_\_\_\_\_

## TYPE OF DESIGN

CAP FRONT: 5 PNL \_\_\_\_\_ 6 PNL \_\_\_\_\_  
CAP BACK: \_\_\_\_\_  
CREST: \_\_\_\_\_  
JACKET BACK: \_\_\_\_\_

## EMBROIDERY DETAILS

DESIGN NAME: \_\_\_\_\_  
REQUESTED SIZE: \_\_\_\_\_

TYPE OF FABRIC: \_\_\_\_\_  
AUTO TRIMMER: YES \_\_\_\_\_ NO \_\_\_\_\_

MACHINE TYPE: **FMC FDR TAJIMA DOS EXP DOS CND OTHER** \_\_\_\_\_

## SPECIAL INSTRUCTIONS

**PHONE: 1.877.935.7766**

**FAX: 763.441.8417**

**EMAIL: orders@apexemb.net**

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