

# Portland Embroidery Company - Order Form

## When customer brings in their product

**\* Note - there is a 6 piece minimum on all embroidery orders when you bring product in**

Send completed form to [info@portlandembroideryco.com](mailto:info@portlandembroideryco.com) or bring in when you drop off your product

We will send you a quote for approval prior to starting the order

Order processing may take 2-3 weeks from the time of approval

Name:	Company Name:
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E-mail:	Phone #:	Date:
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Product 1 Style:	Product 2 Style:	Product 3 Style:
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Product 1 Color:	Product 2 Color:	Product 3 Color:
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<b>Qty by size:</b> YS____    YM____    YL____    YXL____    XS____    S____    M____    L____    XL____ 2XL____    LS____    LM____    LL____    LXL____    L2XL____    Other_____
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Logo 1 Filename:	Logo 2 Filename:	Logo 3 Filename:
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Logo 1 location:	Logo 2 location:	Logo 3 location:
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Logo 1 Size:	Logo 2 Size:	Logo 3 Size:
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Logo 1 Thread Color:	Logo 2 Thread Color:	Logo 3 Thread Color:
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Do you have a hi-res vector logo file to send us?    Yes    No                      If no, do you want us to create a vector for you at \$60/hr?    Yes    No
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### **Product must be new, clean and never worn for us to work with it**

To avoid a .25 cent per item unbagging fee, remove all packaging from the product and sort by size

\* See page 2 for the Vector Artwork Guidelines for detailed instructions on what type of files we need



## SEND US YOUR VECTOR ARTWORK

For **Embroidery, Screen Printing** and **Vinyl Heat Press**, please send us only Vector graphics. Acceptable formats: .eps .ai .svg

**DO NOT SEND:** .PNG, .JPG, .TIFF, .PSD, .BMP, or GIF

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For **Direct to Garment Printing**,  
Acceptable formats: .eps .ai .svg .PSD .TIFF JPG, PNG, BMP, or GIF

*Vector art is created using vector illustration software programs, such as Adobe Illustrator or Corel Draw*



### MY ART ISN'T VECTOR! WHAT NOW?

If you had a professional designer create your art, chances are they created your design as vector art, but could have neglected to provide you with the vector files. Contact your designer, and ask for the vector files. If you work in a large company, contact your company's marketing department or design department. They will probably have the files that you need.

If you discover that you have a non-vector art file, and you need vector art, there's only one thing to do: Hire a graphic designer to re-create your design as vector art. We can re-create your design as vector art for \$60/HR