

LEGACY

Monogram & Icon Specification Sheet

A Monogramming Specification Sheet, signed by the retail client, must accompany each monogram purchase order.

Retailer Information

Name
Account Number
Contact Name
Purchase Order #
Order Date

Client Information

Name
Address
Phone #

PRODUCT INFORMATION				MONOGRAM - ICON INFORMATION								
Line	Qty	Item #	Description	Style #	Size	Placement	Thread Color	Unit Price	Extended Price	LETTERING *		
										Left	Center	Right
1												
2												
3												
4												

For available Thread colors, see the Thread Ring or the Sheeting Capset.

Traditionally, the center letter in a 3 initial monogram is the initial of the last name.

For 2 initial monograms, use the boxes marked left and right. For single initial, use the box marked center.

For names greater than 3 letters, use space below to enter lettering. Print the name exactly as it is set to appear.

Line above Name up to 11 characters

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Special Instructions:

Monogrammed and Embroidered products are custom made items and are not returnable.

All orders are on a prepaid basis only.

Please review your order carefully before signing. Signature below confirms order is correct as specified.

Retailer Authorized Signature

Date

Client Signature

Date