

# TOP-NOTCH

**Embroidery and Design Ltd.**

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**DIGITIZING ORDER**

**NO:** \_\_\_\_\_

Date Ordered: \_\_\_\_\_ Date Required: \_\_\_\_\_

Customer Information:

Contact Name: \_\_\_\_\_ Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Delivery Method:  Email  FedEx  UPS  Other: \_\_\_\_\_

Payment Method:  MasterCard  Visa  COD  Other: \_\_\_\_\_

Type of Service Required:

Quote only  Edit  Digitize  Copy  Format Conversion

Digitizing Information:

Design Name: \_\_\_\_\_ Design Submitted Via: \_\_\_\_\_

Duplicate /  Use best judgment  Auto trim /  Manual trim

Application:  Cap  Flat goods  Other: \_\_\_\_\_

Fabric:  Nylon  Knit  Wool  Towel  Other: \_\_\_\_\_

Disk Format:  Tajima  Other: \_\_\_\_\_

Colors: \_\_\_\_\_ Stitch Count: \_\_\_\_\_ Placement: \_\_\_\_\_

Finished Design Size:  Same as artwork  Change to Width \_\_\_\_\_ X Height \_\_\_\_\_ (mm/inch)

Special Instructions:

The undersigned customer represents that all proper licensing and approval has been obtained for the use of any pattern or designs protected by copyrights, patents, trademarks or other intellectual property rights and hereby agrees to hold harmless and indemnify Top-Notch Embroidery and Design Ltd. and its shareholders, officers and agents against all expenses, damages, costs and legal fees by reason of any actions based on the infringement thereof. The undersigned customer also understands that it is their responsibility to verify the disk prior to production and Top-Notch Embroidery and Design Ltd. is not responsible for any damaged garments.

Customer's Name: \_\_\_\_\_ Customer's Signature: \_\_\_\_\_

Office Use Only:

Invoice Number: \_\_\_\_\_ Disk Number: \_\_\_\_\_ File Name: \_\_\_\_\_