

ORDER CONFIRMATION – CONTACT INFORMATION

Team Name \_\_\_\_\_

Date of Order \_\_\_\_\_

Date of Requested Delivery \_\_\_\_\_

Number of Costumes \_\_\_\_\_

(If less than 13 weeks – date must be verified by Satin Stitches Ltd.)

Method of Payment:

Prepayment – Check Enclosed \_\_\_\_\_

50% Deposit – Check Enclosed \_\_\_\_\_

Visa or MasterCard Deposit \_\_\_\_\_

No Prepayment – P.O. from your authorized organization \_\_\_\_\_

(balance due before we ship your order)

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Contact Information for person responsible for this order

Name \_\_\_\_\_

Position \_\_\_\_\_

Organization \_\_\_\_\_

Shipping Address (Is this a Home or a Business?) \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_ Zipcode \_\_\_\_\_

Fax Number \_\_\_\_\_

Daytime Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_

Email Address \_\_\_\_\_

Billing Address if different from shipping address \_\_\_\_\_

Assistant or additional Contact Person  
(If not – we will not discuss this with anyone else)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Your order is placed when we receive this completed form, signed by your authorized person and sent with your Check or Purchase Order.

We will confirm the receipt of this order via email or phone.

Please attach your approved sketch – complete with all fabrics & trims noted.

Sizes must be provided no later than when your sample is approved. Not doing so could delay your order.

You may determine your sizes by checking our sizing charts and with the help of our sizing samples. It is YOUR responsibility to choose the correct sizes. We try to help in every way with this decision – so please contact us with any questions that you may have.

Once your order is placed – it may not be cancelled. The number of costumes may be changed. Additional costumes may be added if we have enough fabric & trim. Costumes may be dropped, but the decrease in number may increase your cost per costume.

You will receive your “First in Production” Sample sometime before your costume is due to be manufactured. This sample remains the property of Satin Stitches. Please do not mark or alter the sample in any way. Use pins and notes to illustrate any requested fit or style changes. You are responsible for returning this sample promptly back to Satin Stitches, to not delay your order. Delay of finalizing any possible changes on this sample could delay the shipment of your order.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Please sign here to confirm order and verify that all required information is complete and correct.



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Minneapolis MN 55433

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customerservice@satinstitches.com

Fax: 763-427-5039