

For Store Use

Initials: _____
Lay# _____
Date In: _____
Due Date: _____
 Rush



Rittenhouse Needlepoint

Attn: Finishing
1216 Arch St, Suite 2A
Philadelphia PA 19107
215-563-4566

Name: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone: _____
E-mail: _____

Pickup Ship (Please, no PO Box)

***Packages to us should be sent via UPS or FedEx for more reliable real-time tracking.**

Miscellaneous Order

Item Description: _____

Number of waste rows provided: _____ None

Backing Fabric: _____

Lining Fabric: _____

Base Fabric: _____

Cording: _____

Embroidery:

Font: _____ Color: _____ Height: _____

Copy: _____

Placement: _____

Item Sketch

Special Instructions: (Continue On The Back of the page if Needed)

By signing below, you acknowledge that you, the customer, have provided your desired order specifications to the best of your ability and authorize the work to be executed based on these specifications. Thus, any post-production changes will come at an additional cost + shipping for any re-finishing work, should the desired order specifications change.

Customer Signature _____ **Date** _____