

Purchase Order

Company name: _____ Phone #: _____

Contact name: _____ Email address: _____

PO #: _____ PO Date: _____ Due Date: _____

Logo Name: _____

Logo Reference Number (On Quote): _____

Total Order Quantity: _____

Garment Info (Style Numbers, Color(s), Sizes, and Description):

Style Number	Color	Size
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Thread Colors for Each Garment:

Garment Style and Color	Thread Color(s)
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Embroidery Location: _____

Shipping Method: _____

Ship-to Address if Applicable: _____

Miscellaneous (Polybagging, Personalization, Location Pictures, Etc.):

Please email this PO to Orders@hawkinsemb.com.