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| Contact Name |  |
| Company Name |  |
| Street Address |  |
| CIty, state, zip |  |
| phone |  |
| email |  |
| date prepared |  |

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| salesperson | job | payment terms | Requested COmpletion Date |
|  |  | Due on receipt |  |

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| SKU | Supplier | description | Color | Gender | SIZE | QTY | Method | Location | SPecial instructions |
| ST550 | SanMar | Polo’s | Black | Male | Medium | 5 | Embroidery | LC | Special instructions for application of company logo. |
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| Order requested by: This order form is not a legal binding contract. It is used to standardize the ordering process of goods and services from SCG Branding Solutions. Upon receipt of this order form, SCG Branding Solutions will construct an estimate for your approval. Upon approval, an invoice will be generated for payment. Please review all correspondence closely for discrepancies. Once payment is received by SCG Branding Solutions, stock for your order will be purchased and your order will be scheduled for the production line.  |
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