

## ORDER CONFIRMATION - CONTACT INFORMATION

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

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

Date of Requested Delivery \_\_\_\_\_  
(If less than 13 weeks, date must be verified with Satin Stitches Ltd.)

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

Method of Payment:

Prepayment - Check Enclosed \_\_\_\_\_  
50% Deposit - Check Enclosed \_\_\_\_\_ (balance due before we ship)  
Visa or MasterCard Deposit \_\_\_\_\_ (balance due before we ship)  
No Prepayment - P.O. from your authorized organization \_\_\_\_\_

### \*Contact Information for person responsible for this order

Name \_\_\_\_\_

Position \_\_\_\_\_

Organization \_\_\_\_\_

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

City \_\_\_\_\_

State \_\_\_\_\_ Zip Code \_\_\_\_\_

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)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

**\*Please attach our approved sketch - complete with all fabrics and 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 generic 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.

THIS IS A CONTRACT for a CUSTOM ORDER.

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 and 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 no 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, do 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.**

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



Round Lake Blvd. NW  
Minneapolis, MN 55433

763.323.9507 or 1.800.4SATIN  
customerservice@satinstitches.com