

**STANDARD PERSONALIZATION OPTIONS INFORMATION**

A. Select an option for your company name:

Direct embroidery

2.5 x 4.5 emblem

Arrow Uniform 6

1.75 x 3.5 emblem

Paul 5

Script

Block, upper & lower case

Block, all capital letters

Company name exactly as it should appear (up to 3 lines):


**For current rental customers only:**

**If you want to have your current company and employee personalization standards used for this order, please see your Arrow Uniform route sales representative, or call 888-332-7769 for assistance.**

B. Select an option for employee's name:

Direct embroidery

Paul 5

1.75 x 3.5 emblem

Paul 4

C. Select a style of lettering:

Script

Block, upper & lower case

Block, all capital letters

*Robert* 1

*Robert* 2

**ROBERT**

NOTE: If you have your company name and employees name on your garments, they will have the same style of lettering, emblem colors and thread color.

D. Select thread, emblem fabric and border colors:

For emblems, select an emblem fabric color from chart #2 below (print both color number and name): \_\_\_\_\_

For emblems, also select an emblem border color from chart #1 below (print both color number and name): \_\_\_\_\_

For direct embroidery or emblem lettering, select a thread color from chart #1 below (print both color number and name): \_\_\_\_\_

NOTE: Call 888-332-7769 for assistance with personalization orders, such as requesting more than one thread color for direct embroidery on your garments.

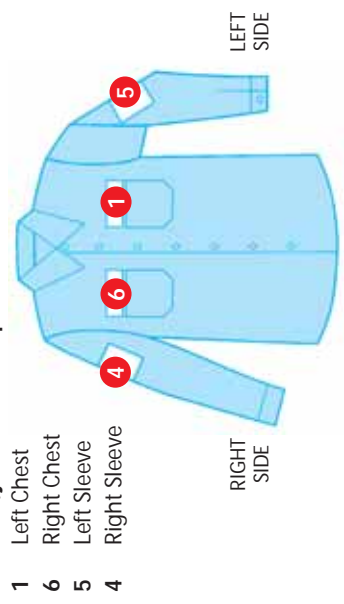
E. Enter a location code for your company name from the placement diagram shown at right:

NOTE: Emblems or embroidery for employee names will appear in location code 6 (on right chest).

**PLACEMENT DIAGRAM FOR EMBLEMS OR DIRECT EMBROIDERY**

Select a location for your emblem or direct embroidery for employee names or company name, and indicate the appropriate location number in the personalization options information to the left.

**For shirts, jackets & coverups**



**For caps & hats**



**RETURN/EXCHANGE INSTRUCTIONS**

- Return garments in original shipping carton. Complete the customer return form and place it in the box with garments being returned. Enclose a copy of your original packing list, if possible. This will speed the processing of your request.
- Make sure your name and address appear on the shipping carton. We recommend that returns be sent via UPS. If returned through the post office, we suggest you insure the items. Postage must be prepaid — no COD's accepted.
- Send your return/exchange to: ARROW UNIFORM DIRECT SALES, DOOR #45, 6400 MONROE BLVD, TAYLOR MI 48180
- Keep a record of the date/location where you returned your garments. Please allow time for us to receive your merchandise, process your request, and return it to you. Returns/exchanges must be made within 30 days of ship date.
- For all returns and exchanges: Unless defective, nonstandard size garments, personalized or embroidered garments, or garments that have been screen printed, altered or laundered may be subject to a 25% restocking charge.

**TERMS AND CONDITIONS**

- We accept Visa®, MasterCard®, checks or money orders. To open an account call 1-888-332-7769 for a credit application (\$500 minimum order required to open a charge account).
- Most orders are processed within 7 to 10 work days and shipped via UPS normal delivery. Special orders, larger sizes, nonstandard sizes or custom logo artwork usually requires additional time. We will notify you of any delay.
- An Order Confirmation Number will be sent to you via mail within 48 hours of placing your order. Keep this number on hand for any order questions you may have.

**VOLUME DISCOUNTS**

Take advantage of Arrow's Volume Discount Program and save on your order of \$500 or more. Your discount can be applied on the garment order subtotal.

**ORDER VALUE**

Up to \$500.00	.....0
\$500.01 to \$1,500.00	.....4%
\$1,500.01 to 3,000.00	.....8%
\$3,000.01 to 5,000.00	.....12%

Discounts cannot be combined with any other offer, and are not valid on art setup charges. Order value is before sales tax, shipping and handling charges.

**DISCOUNT**

**READY TO ORDER?**

For questions or to place your order, just call TOLL FREE

**1-888-332-7769**

**Monday — Friday, 8 a.m. to 6 p.m. EST**

Or complete this order form and FAX your order any time to **1-877-927-7698**

