



# Imperial

## Linen Services, Inc.

Quality Service Since 1943

### APPAREL ORDER FORM

CUSTOMER NO: \_\_\_\_\_ DATE: \_\_\_\_\_  
CUSTOMER NAME: \_\_\_\_\_ PO #: \_\_\_\_\_  
ORDERED BY: \_\_\_\_\_ PHONE: \_\_\_\_\_  
EMAIL: \_\_\_\_\_ FAX: \_\_\_\_\_

QTY	ITEM	SIZE	DESCRIPTION	PRICE

### MONOGRAM INSTRUCTIONS

**FONT STYLE: BLOCK** \_\_\_\_\_ **THREAD COLOR** \_\_\_\_\_

Block style is all uppercase letters with a limit of 25 characters including spaces and punctuation.

Red, Green, Burgundy, Navy, Brown, Medium Blue, Black, Gold, Orange, Teal

**SCRIPT** \_\_\_\_\_ **PLACEMENT** \_\_\_\_\_

Script style is first letter uppercase remaining letters lower case with a limit of 20 characters including spaces and punctuation.

Default placement is left side above pocket unless specified.

**MONOGRAMMING:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**LOGO:** YES \_\_\_\_\_ NO \_\_\_\_\_ **PLACEMENT:** LEFT \_\_\_\_\_ RIGHT \_\_\_\_\_

### MONOGRAM APPROVAL

**MONOGRAM ORDERS WILL NOT BE PROCESSED WITHOUT AN APPROVAL SIGNATURE. PLEASE REVIEW YOUR ORDER CAREFULLY. THERE ARE NO RETURNS, CREDITS OR EXCHANGES AFTER MONOGRAMMING.**

**APPROVAL:** \_\_\_\_\_

**PLANT**  
3401 HARRISBURG  
HOUSTON, TEXAS 77003

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**FAX:** (713) 223-3466  
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