

Deposit \$ _____

Daily Log _____

Name _____ Phone _____ E-mail _____

Address _____

Canvas/Artist/Design # _____ Description _____ Total # _____

NEEDLEWORKS • FINISHING REQUEST

Date _____

Staff _____

Needleworks Choice Your Instructions Monogram No Monogram

Select Finish

Additional Finishes

Finisher Use Only

Ornaments

- ___ Board, Traditional
- ___ Board, Puffy
- ___ Mini Sock, Open at Top
- ___ Roll-Up or Cylinder
- ___ Soft Stuff
- ___ Stuffed with Base

Signs

- ___ Board, Traditional
- ___ Board with Acrylic Easel

Options for Ornament or Sign

- ___ Single Loop _____
- ___ Two Point Hanger
- ___ Decorative Wire Hanger
- ___ Hanger Across Back of Sign
- ___ No Loop

Stand Ups

- ___ 3D/Rigid Form, Traditional
- ___ 3D/Rigid Form, Puffy
- ___ Open Box with Board Mount
- ___ Stuffed with Base, Weighted

Options for Rigid, Stand-Up, Box

- ___ Base ___ Feet ___ Stand
- ___ Rigid/3D Depth (Choose one)
- ___ 1/2" ___ 1" ___ 1 1/2" ___ 2" ___ 3"

Instructions/Preferences:

___ No Bow or Embellishment

Home & Personal Decor

- ___ Belt with Leather and Buckle
- ___ Belt Measurement _____
- ___ Leather Choice _____
- ___ Brickcover
- ___ Scissors Case
- ___ Tooth Fairy Pillow, with Pocket
- ___ Tree Topper

Stocking

- ___ Stocking, Traditional
- ___ Stocking with Attached Cuff

___ Toe Direction ___ Left ___ Right

___ Self Cord ___ Twisted Cord

Monogram

Type Text Exactly or Draw in Box After Printing and Indicate Placement

Thread: ___ Tone-on-Tone or
___ Color _____

Font Style: ___ Script or ___ Block

Size: XS S M L XL 2XL 3XL

Shape: Simple Shaped Complex

Stocking Length: S M L XL

Item Code _____

Item Code _____

Item Code _____

Backing Fabric _____

Other Fabric _____

Cording _____

Cording Length _____

___ Double Sided Assembly

___ Embellishment _____

___ Stick _____

___ Tassel _____

___ Critter Provided _____

___ Magnet

___ Weight/No Weight

___ Customer Material Enclosed

___ Customer sample _____

___ Block Only

Font/Size _____

File Name _____

Finisher/PO _____ / _____

Customer Signature _____