PROJECT: _____

Time

_____ Discuss order with client via email/phone _____
_____ Obtain artwork/logo, specs, colors and description of placement _____
_____ Digitize artwork (fix provided artwork) _____
_____ Or Send artwork/specs to digitizer (*80% do this*) _____
_____ Send client a quote (stitch count, expected delivery time) _____
_____ Order garment(s) _____

Prepare your machine:

_____ 1. Download/upload digitized file _____
_____ 2. Make sure your machine is properly threaded with specified colors _____
_____ 3. Test digitized file on similar material with backing + hooping _____
_____ 4. Fix digitizing-*optional* _____
_____ 5. Embroider sample-varies by stitch count/speed _____
_____ 6. Mail sample to client –have customer sign off _____
_____ 7. Invoice customer _____
_____ 8. Embroider 1 garment on single-head (small left chest logo) _____
_____ 9. Embroider 1 garment on single-head (large artwork) _____
_____ 10. Package items _____
_____ 11. Ship items

Additional work:

_____ 1. _____ _____
_____ 2. _____ _____
_____ 3. _____ _____

What will you charge for the following?

SETUP FEE: _____ **DIGITIZING FEE:** _____ **LABOR FEE:** _____ **TOTAL TIME:** _____