



Del Ray Monograms • (202) 733-8150

## EMBROIDERY ORDER FORM



Delivery dates are estimates. We will call or text you as soon as your job is complete.

**PLEASE NOTE**

We will not accept embroidery orders over the phone, only in person or email. This is to ensure orders are taken correctly.

**DISCLAIMER**

It is the customer's responsibility to approve the placement, size, font and color of the embroidery. Certain fabrics react differently to the monogram process and human error can occur. Our goal is to make sure every customer is 100% satisfied. DRM will not be responsible for losses greater than 2x's the price of the monogram. Valuable/irreplaceable items should not be left to monogram. Once an order has been placed it cannot be canceled. If the job has not been started a DRM store credit may be issued.

**CUSTOMER INFORMATION**

NAME

PHONE NUMBER/EMAIL

**INVOICE:**

QTY: \$

QTY: \$

QTY: \$

DIGITIZE FEE: \$      SETUP FEE: \$

TOTAL: \$

Today's Date

Estimated Delivery Date

**DRM \$****PG \$**PAID  OWES  CC  VENMO  CASHCalled/ Y  N   
Texted:

Date: \_\_\_\_\_

Monogrammer Name

**EMBROIDERY DETAILS**

(Necessary details include item description, item color, font, thread color and placement.)

ITEM

MONOGRAM OR INITIALS  
(in order initials will appear)

ITEM COLOR      QUANTITY (identical pieces)

NAME, MESSAGE OR GRAPHIC  
(additional charges apply.)

FONT      THREAD COLOR

LINE 1

ITEM

MONOGRAM OR INITIALS  
(in order initials will appear)

ITEM COLOR      QUANTITY (identical pieces)

NAME, MESSAGE OR GRAPHIC  
(additional charges apply.)

FONT      THREAD COLOR

LINE 1

ITEM

MONOGRAM OR INITIALS  
(in order initials will appear)

ITEM COLOR      QUANTITY (identical pieces)

NAME, MESSAGE OR GRAPHIC  
(additional charges apply.)

FONT      THREAD COLOR

LINE 1

\*Monograms last name initial is centered &amp; larger

PLACEMENT

\*Monograms last name initial is centered &amp; larger

PLACEMENT

### MONOGRAM FONTS

(Please select a font number and write it in the embroidery detail section on the front.)



1



2



3



4



5



6



7



8



9



10

### MONOGRAM or WRITING FONTS

(Please select a font (A-I) and write it in the embroidery detail section on the front.)

Times A

Curlz B

Tinkertoy C

Kayleigh D

Roselyn E

Harrington F

BoysRgross G

FrenchScript H

Arial Rounded I

### EMBROIDERY PRICING

Pricing is calculated by height or width, whichever is greater, with a single color thread. Pricing is an estimate only. Final price/upcharge is due at pick up. **All orders should pay the minimum at the time of drop off.**

Monogram/Name • less than 3"	\$25 minimum
Monogram/Name • 3"-4"	\$30 - \$40+
Monogram/Name • 5"-6"	\$42 - \$50+
Monogram/Name • 7"-8"	\$50- \$150+
Monogram/Name • 9"-10"	\$68 - \$250+
Monograms larger than 10" x 10"	Custom Pricing

**(Maximum monogram size 14"H x 14"W)**

Each additional thread color	\$3/each
Set up fee	\$10+
Custom Patch	\$25 + embroidery
Digitizing Custom Designs up to 4"x4"	\$50+
Digitizing Custom Designs Larger than 4"x4"	\$75 - 200+

### DESIGN EXTRAS ADDED TO A MONOGRAM

Designs	\$25 - \$50
Borders	\$16 - \$50
Flowers	\$16 - \$50
Applique designs	\$40 - \$175
Knockdown stitching (used on plush items)	\$10 - \$25
Stitched sample/proof	\$10/each
Rush Fee (same day service, if available)	\$30
Rush Fee (2-day service, if available)	\$20

### VINYL PRICING

(Available colors: Gold, Silver, Blue, Black, Navy, Yellow, Red, Pink, Purple and White)

2"x2"	\$20
3"x3"	\$22
4"x4"	\$28
5"x5"	\$38
6"x6"	\$42