

2s Co FINISHING ORDER

FOR INTERNAL USE

WO# _____

Date Rec'd. _____

Date Ret'd by Finisher _____

Name _____

Address _____

Email _____ Phone _____

Item Description _____

(Stocking with Santa, Paris travel round, etc.)

LUCITE

☐ **Lucite Tray** - 2" depth standard - min. 5"x5" sized to fit canvas

☐ Backing Color _____

☐ Customer-provided backing

☐ Trim Color Preference (pearl cotton): _____

☐ Customer-provided trim fiber

☐ **Lucite Box** - min. 5"x5" Length _____ x Width _____ x Depth _____

☐ Lid

☐ No Lid

Canvas location:

☐ Front ☐ Lid

☐ Backing Color _____

☐ Customer-provided backing

☐ Trim Color Preference (pearl cotton): _____

☐ Customer-provided trim/thread

☐ **Machine embroidery on back** - additional charge:

Typestyle: ☐ Script

☐ Block

Color Preference _____

Finishing Accounts - All finishing orders require an account secured with a credit card. We will store your credit card information in our PCI compliant point of sale system. You will be charged when it is returned from the finisher.

Blocking - Our process includes blocking each piece twice, if needed. If your piece requires additional blocking, you will incur an additional charge and this may extend the turnaround time on your piece by several weeks.

Color Fast Threads - Our finishers may use steam or water, if needed, to block your canvas. By signing below, you agree to this process. If you have used threads that are not color-fast, please check the box below and your piece will not be blocked with steam or water. ☐ **MY PIECE INCLUDES THREADS THAT ARE NOT COLOR-FAST.**

Deadlines - We do not have set cut-off dates and do not guarantee return dates on any finishing. You may ask a staff member for an estimated return date, but it is not guaranteed. Turn-around time depends on the amount of blocking your canvas requires, the number of same-style projects in the queue ahead of yours and embroidery or any other special requests that require additional steps. Large and specialty items may take 8 or more months to be returned.

Thank you for understanding we do all we can to bring you the best quality finishing services.

By signing below, I acknowledge that I have completed all requested information and the I have reviewed and agree to the policies printed above.

Customer Signature _____ Date: _____