WELBECK
Unit 2, Benneworth Close Hucknall,
NOTTINGHAM, NG15 6EL
Tel: 0115 963 2848 Fax: 0115 964 0223
sales@welbecksports.co.uk

Repeat Order Form

For *Embroidery* Only

Invoice/Correspondence Address:

Contact Mr/Mrs/Miss/Ms _____

Organisation _____

Address _____

_____

Postcode _____

Telephone _____

E-mail _____

Fax _____

Delivery Address (if different) :

Contact Mr/Mrs/Miss/Ms _____

Address _____

_____

_____

_____

Postcode _____

If possible we would like delivery by: _____

Please complete a Print Repeat Order Form for screen printing repeat orders.

Embroidery details:

☐ Please supply the following garments, embroidered exactly as before

Or...

☐ Embroidered to our new design. (Please attach new artwork)

If you have more than one design on file with us please attach a copy of the design which you require on these garments.

Minimum order: 12 garments per embroidery design. A surcharge as shown in the price list will be added to any smaller orders.

For single colour embroidery designs you can choose a maximum of 2 different thread colours (eg gold on dark garments and navy on light garments.) For multi-colour embroidery designs we cannot change the thread colours to suit the garments. These restrictions do not apply if 12 or more garments are ordered in each thread colour/combination.

There may be minimum order quantities for individual styles of garments - please see our product information. If you have any further details that we need to know please write this below, or include on a separate sheet of paper.

Embroidered/printed garments cannot be exchanged so please make sure you are happy with the garment style and the sizes before you order. We can send out plain sample garments on approval for you to look at - please phone us to arrange this.

Style Code	Garment Description	Colour	Size	Quantity Young Children's*	Quantity Adults	Motif Colour(s)/ Further Info

A part carriage charge of £4.50 is added to orders of 12-24 garments. Apart from a few exceptions (eg overseas & BFPO addresses) carriage is normally free for orders of 25+ garments.

Terms: Payment within 14 days of the goods being despatched. If credit terms cannot be offered we require full payment before printing/embroidery of the order.

Cancellation of orders: We will charge for all work carried out prior to cancellation of an order and for any costs relating to garments that have been specifically made or sourced for the cancelled order.

***VAT on Young Childrens Garments:** Most garments for children under 14 years can be purchased at zero VAT. This depends on the size of garment and organisation type. Please turn over or see VAT sheet for more information.

Remarks or Special Instructions:

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