Video HeadQuarters

401-B West St. Keene, NH 03431
603-357-5570
orders@videoheadquarters.com

CUSTOMER INFORMATION

Customer _____ Order Date _____ Due Date _____

Address/Street _____ City _____ State _____ Zip _____

Phone _____ Mobile _____ Email _____

Order placed with _____ Order printed by _____

PRINT LOCATION

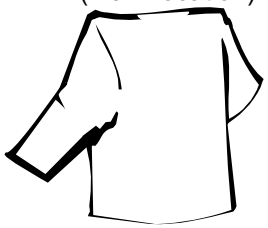
PRINT SIDE
❑ FRONT ❑ BACK

PRINT LOCATION
❑ CENTER ❑ ON POCKET
❑ OVER POCKET

CHEST
❑ LEFT ❑ RIGHT

SLEEVE
❑ LEFT ❑ RIGHT

(mark location)



ARTWORK / DESIGN

(check one)

☐ VHQ will create and prepare artwork
(must supply all info pertaining to art creation)

☐ VHQ has artwork on file

☐ Customer will provide artwork

File name:_____

LEAVE AREA BELOW BLANK

Quantity	Size	Color	Item #	Description	Discount %	Unit Price	Total
				Extra print ($3 for additional prints on back, front or sleeve)		$3.00	

Notes:

Subtotal	
Artwork Charge	
Balance Due	
Paid	

This is what we base our quotes on, please make sure that all sections have been filled out correctly. This is the final description of your order. By signing below you agree that all information is correct to the best of your knowledge.

_____