

# TACK ROOM ORDER FORM



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CLIENT/DEALER \_\_\_\_\_ DATE \_\_\_\_\_ DATE DUE \_\_\_\_\_

BARN \_\_\_\_\_ PHONE \_\_\_\_\_

SHIP TO \_\_\_\_\_ FAX \_\_\_\_\_

\_\_\_\_\_ 20% RUSH CHARGES FOR ORDERS  
\_\_\_\_\_ UNDER **3 WEEKS**. ORDERS CANNOT  
\_\_\_\_\_ BE STARTED WITHOUT COMPLETED  
CHECKLIST, ARTWORK AND PAYMENT.

SHIP TO PHONE: \_\_\_\_\_

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\_\_\_\_ NEW ORDER      \_\_\_\_\_ RE-ORDER - DATE OF LAST ORDER \_\_\_\_\_

CHECKLIST FOR ORDERS – NO NEW ORDERS CAN BE STARTED WITHOUT THE FOLLOWING ITEMS:

- CAMERA READY ARTWORK OR DIGITIZED EMBROIDERY DISK –ART MAY BE SUBMITTED BY E-MAIL TO: [CYNTHIA@EQUITEX.COM](mailto:CYNTHIA@EQUITEX.COM). ARTWORK MUST BE IN JPEG OR TIF FORMAT. EMBROIDERY DISK MUST BE IN TAJIMA FORMAT
- ALL NECESSARY SPECIFICATION SHEETS COMPLETED

PAYMENT IN FULL ON ALL ORDERS: CHECK # \_\_\_\_\_ OR CREDIT CARD

EXP. \_\_\_\_/\_\_\_\_

COMPLETED ORDER FORM

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FAXED ORDERS ARE ONLY ACCEPTED WITH FULL PAYMENT AND E-MAILED ARTWORK. ALL OTHER ORDERS MUST BE MAILED TO :

EQUITEX

2200 PINE VIEW WAY, SUITE A • PETALUMA, CA 94954

PHONE: 707.778.3103 • FAX: 707.778.3101

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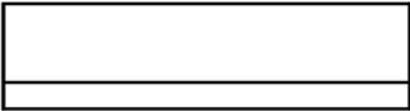

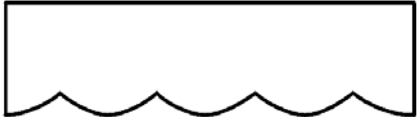
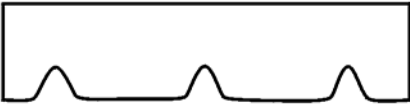

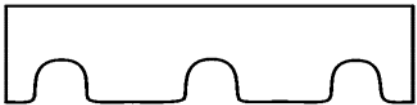
<b>Drapes</b>				
7' 4" HIGH STANDARD LENGTH. TALLER DRAPES AVAILABLE WITH A 10% UP CHARGE.				
ALL DRAPES COME STANDARD WITH VELCRO® FOR VALANCES AND BRASS GROMMETS ACROSS THE TOP.				
DOORS INCLUDE ZIPPER CLOSURE AND TIE-BACKS.				
WIDTH	COLOR (name & number)	QTY.	PRICE	TOTAL
6 FT.				
8 FT.				
10 FT.				
12 FT.				
DOORS				

<b>Valances</b>				
14 INCH DEEP STANDARD SIZE PER VALANCE.				
ALL VALANCES ATTACH TO DRAPES WITH VELCRO®				
WIDTH	COLOR	QTY.	PRICE	TOTAL
6 FT.				
8 FT.				
10 FT.				
12 FT.				
17 FT.				

<b>Awning Tops</b>				
SIZE	COLOR	QTY.	PRICE	TOTAL
10' X 10' PEAK				
8' X 10' SLANT				

<b>Awning Frames</b>				
POWDER COATED ALUMINUM				
SIZE	COLOR	QTY.	PRICE	TOTAL
10' X 10' PEAK				
SHIPPING CASES			\$150.00	

<b>Awning Enclosure Drapes</b>				
	COLOR	QTY.	PRICE	TOTAL
FUNCTIONAL INCLUDES TIE-BACKS & ZIPPERS				
NON-FUNCTIONAL INCLUDES TIE-BACKS				
CABLE CONNECTION	N/A			

<b>VALANCE DESIGN</b>		
<b>CIRCLE ONE NUMBER</b>		
1  STRAIGHT W/2" TRIM & PIPING	2  STRAIGHT WITH 3/4 INCH OVERLAY	3  MEDIUM ROUND
4  TRADITIONAL	5  WAVE	6  GREEK KEY
<b>STYLE 1 OR 2</b>		
Base Color _____ Trim _____ Piping or Overlay _____		
<b>STYLE 3 - 6</b> SINGLE / DOUBLE / TRIPLE (circle one)		
Colors: Layer 1 _____	Layer 2 _____	Layer 3 _____
Binding: Layer 1 _____	Layer 2 _____	Layer 3 _____

<b>Changing Screen</b>		
	<b>Color</b>	<b>Qty.</b>
COVER		
FRAME	Feet painted to match cover.	
<b>Accessories</b>		
	<b>Color</b>	<b>Qty.</b>
PADDED SEATS & BACKS	Base:_____Trim:_____Piping:_____	
CHAIR FRAME – BAR	Walnut / Black / White / Unfinished	
CHAIR FRAME – REGULAR	Walnut / Black / White / Unfinished	
CHAIR SHIPPING BAGS Size:_____		
SADDLE DUST COVERS	Base:_____Trim:_____Piping:_____	
STALL GUARDS	Base:_____Trim:_____Overlay:_____	
BANDAGE SLINGS	Base:_____Trim:_____	
DOOR PANELS 36 x 36 / 36 x 48	Base:_____Trim:_____Overlay:_____	
TABLE COVERS Size: _____	Base:_____Trim:_____Piping:_____	

**EMBROIDERY INSTRUCTIONS**

# EMBROIDERY LAYOUT

NAME BANNER    VALANCE

_____	#1_____	_____
(monogram or logo only)		(monogram or logo only)
	#2_____	
#3_____		#4_____

## EMBROIDERY / APPLIQUE (CIRCLE ONE)

DIANE SCRIPT   SCRIPT   GOTHIC   FULL BLOCK   ROMAN   OLD ENGLISH   COPPERLATE

FIELD #1:	SIZE_____	COLOR_____	SHADOW_____
FIELD #2:	SIZE_____	COLOR_____	SHADOW_____
FIELD #3:	SIZE_____	COLOR_____	SHADOW_____
FIELD #4:	SIZE_____	COLOR_____	SHADOW_____

## BANNER / VALANCE COLOR LAYOUT

BASE:\_\_\_\_\_ TRIM:\_\_\_\_\_ OVERLAY:\_\_\_\_\_

## POST STANDARDS

WALNUT \_\_\_\_\_ ALUMINUM \_\_\_\_\_