



**6980 Corte Santa Fe  
San Diego, CA 92121  
U.S.A.**

**Toll Free: (800) 372-6621  
Fax: (858) 643-5624  
Hours: M-F 7AM - 5PM PST  
Website: www.chefworks.com**

**ORDER FORM**

Date: \_\_\_\_\_  
Customer #: \_\_\_\_\_  Check here if you have ordered before but don't know your Cust#  
Ordered By: \_\_\_\_\_

Phone: \_\_\_\_\_  
Fax: \_\_\_\_\_  
PO#: \_\_\_\_\_

<b>BILL TO</b> Name: _____ Company: _____ Address: _____ City: _____ State: _____ Zip: _____ Phone #: _____ Email: _____ <small>(This allows us to email you shipment and tracking information or other important information about your order)</small>	<b>SHIP TO</b> If different than Bill To Name: _____ Company: _____ Address: _____ City: _____ State: _____ Zip: _____ Best Time to Call: _____
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ITEM NUMBER	ITEM DESCRIPTION / COLOR	Size	ITEM PRICE	EMBROIDERY CUSTOMIZATIONS, ADD:			SUB-TOTAL	QTY	TOTAL
				1 Line \$4 2 Lines \$8 3 Lines \$12	1 Logo \$7.50 2 Logos \$15	1 Flag \$8.50 2 Flags \$17			

<b>SHIPPING &amp; HANDLING CHART</b> Below rates are for <b>ground</b> in the 48 states.  For Overnight and 2-day rates please call customer service <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td>Order Dollar Value</td> <td>\$0-30</td> <td>\$31-99</td> <td>\$100-199</td> <td>\$200-299</td> <td>\$300-399</td> <td>\$400-499</td> <td>\$500-750</td> </tr> <tr> <td>UPS Ground Charge</td> <td>\$7.95</td> <td>\$8.95</td> <td>\$13.95</td> <td>\$15.95</td> <td>\$19.95</td> <td>\$22.95</td> <td>\$25.95</td> </tr> </table> <p style="text-align: center;"><i>Please call for Shipping Rates for any order: Over \$750.00 or Shipping to an International or Non-Continental USA Address</i></p>	Order Dollar Value	\$0-30	\$31-99	\$100-199	\$200-299	\$300-399	\$400-499	\$500-750	UPS Ground Charge	\$7.95	\$8.95	\$13.95	\$15.95	\$19.95	\$22.95	\$25.95	<b>ORDER SUB-TOTAL:</b> _____  <b>Tax (Add your applicable tax):</b> Taxable: AZ, AR, CA, FL, GA, IL, IN, IA, KS, KY, MD, MA, MI, MN, MO, NE, NV, NJ, NY, NC, ND, OH, OK, RI, SD, TN, TX, VI, WA, WV, WY  <b>Subtotal (use this total to figure shipping):</b> _____ <b>ADD Shipping &amp; Handling Charges (see chart at left):</b> _____  <b>TOTAL AMOUNT:</b> <span style="background-color: yellow;">_____</span>
Order Dollar Value	\$0-30	\$31-99	\$100-199	\$200-299	\$300-399	\$400-499	\$500-750										
UPS Ground Charge	\$7.95	\$8.95	\$13.95	\$15.95	\$19.95	\$22.95	\$25.95										

<b>PAYMENT TERMS &amp; METHODS</b> METHOD OF PAYMENT: (please check one) <input type="checkbox"/> <b>Check</b> (make payable to <b>CHEF WORKS</b> ) For all orders paid by check, the following information is required to process your order. Name on Driver's License: _____ Drivers License #: _____ State: _____ License Exp. Date: [ ] [ ] / [ ] [ ] [ ] [ ]  <input type="checkbox"/> <b>Credit Card</b> <input type="checkbox"/> MasterCard <input type="checkbox"/> Visa <input type="checkbox"/> American Express Card Number [ ] Name of Card Holder (as it appears on card) _____ Expiration Date [ ] [ ] / [ ] [ ]    Billing Zip code [ ] AUTHORIZED SIGNATURE _____	<input type="checkbox"/> <b>Net 30 Days</b> (on approval - businesses\ only - please call for a credit application)  <input type="checkbox"/> <b>Money Order</b> (make payable to CHEF WORKS )
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## ORDER FORM INSTRUCTIONS, TERMS & CONDITIONS, EMBROIDERY INSTRUCTIONS

### TO ORDER

- ◆ Call toll free (800) 372-6621. Our corporate office is open Monday through Friday, 7AM-5PM PST.
- ◆ Fax your completed order form to (858) 643-5624. Our fax line is available 24 hours a day, 7 days a week.
- ◆ Website: [www.chefworks.com](http://www.chefworks.com).
- ◆ Mail your completed order form along with payment or method of payment. If paying by personal check please include your phone number, driver's license number, state, and license expiration date.

Mail to:

Chef Works  
6980 Corte Santa Fe  
San Diego, CA 92121-3260  
USA

### TERMS

- ◆ Net 30 days on approved accounts.
- ◆ Visa, MasterCard, and American Express accepted.
- ◆ No minimum quantity except where specified.
- ◆ \$25 service charge on all returned checks.

### BACK ORDERS

Chef Works carries large inventories in stock. However, occasionally a shortage will occur. It is our policy to fill back orders as soon as the merchandise is available, unless otherwise specified at time of order.

### RETURN POLICY

- ◆ Chef Works will gladly accept the return of any product that has not been embroidered, worn, damaged, altered, or laundered. Product must be returned within 30 days of receipt of goods.
- ◆ A Return Authorization (RA) number must be requested within 15 days after receipt of goods. This number can be obtained by calling our Returns Department at (800) 372-6621 or by emailing [returns@chefworks.com](mailto:returns@chefworks.com). This RA number must be placed on the outside of all returned packages, or shipment may be refused.
- ◆ Customers are responsible for return shipping charges. These charges are not refundable.
- ◆ All returns are subject to a 15% restocking fee.
- ◆ Chef Works does not issue call tags.
- ◆ If you have any questions or need assistance, please contact Customer Service at 1-800-372-6621.

### EMBROIDERY/SPECIAL ORDERS

- ◆ Please allow an additional 7-10 on all embroidery and special orders. Then add 5 days for shipping.
- ◆ Embroidery/Trimmed/Special Orders are non-returnable.
- ◆ We also do trims (horizontal & vertical) and piping color changes.
- ◆ Silk Screening. If you would like a garment silk screened, please contact us. Price will depend on colors and quantity.
- ◆ Embroidery Information can be found at the back of the catalog or on our website [www.chefworks.com](http://www.chefworks.com).
- ◆ When specifying colors such as blue or green, please let us know what shade of that color, i.e. Midnight Blue, Royal Blue, Hunter Green, Kelly Green.
- ◆ If any item on this order form is being embroidered, please complete the below information and return with your order.

**EMBROIDERY** is available on all aprons, hats, and coats for \$4 per line, \$7.50 for a standard sized logo. Digitizing Fee for a logo is \$75 (one-time). If you are digitizing a logo, please email a .jpg of your logo; specify pantone/pms/maderia colors. Email to [embroidery@chefworks.com](mailto:embroidery@chefworks.com). If you already have a .DST file, please email that file. If it is a digitized logo, no digitizing fee will apply.

Unless otherwise specified, embroidery will be centered over the pocket on coats, centered on bib aprons, centered on the front of baseball caps, and centered on the band of chef hats. On Item 6277, Flexi-fit baseball hats, embroidery can only go on the side (not the standard front).

About our thread: We use Madeira Poly-Neon thread. We use this brand because it is the ideal thread for items that require frequent or heavy-duty washing or laundering.

Recommendations from our Embroidery Department:

- ◆ On Item 6277, Flexi-fit baseball hats, embroidery can only be on the side (not the front).
- ◆ Logos on hats can only be 2" or less to fit the hats.
- ◆ If you are digitizing a logo and know it is going on a hat, please specify that when emailing your logo.
- ◆ Sewing on the right side of the following jackets is not recommended: PCDF, BLDF, ECDF.
- ◆ Please watch when putting logos / embroidery on chef coat sleeves. The left sleeve generally has a thermometer pocket.
- ◆ Athletic Script and Capital Script take the letter Q and convert it to a number 2. If you would like a script for a name with a Q in it, write in "City Script" which will keep the Q in tact.

We have several country and state flags, you can call our customer service department at 1-800-372-6621 for more information.

EMBROIDERY INSTRUCTIONS

Special Instructions 1: \_\_\_\_\_

Special Instructions 2: \_\_\_\_\_

Logo: \_\_\_\_\_  Right Breast  Left Breast

Check here if logo is on file: \_\_\_\_\_

Color of Embroidery for Logo: \_\_\_\_\_

Pantone/PMS Colors: \_\_\_\_\_



I hereby authorize Chef Works to match the colors of our logo to the best of their ability and hold them harmless for any problems or issues therewith. Initial Here:

\_\_\_\_\_

**Embroidered Text:**

\*Embroidery lines may have a maximum of 21 characters (this includes spaces). Please print in ALL CAPITAL LETTERS.

First Line: \_\_\_\_\_

Right Breast  Left Breast

Second Line: \_\_\_\_\_

Right Breast  Left Breast

Third Line: \_\_\_\_\_

Right Breast  Left Breast

Color of Embroidery for Text: \_\_\_\_\_

*Please be specific (example: Green = Kelly Green, Forest Green, Midnight Blue)*

Pantone / PMS Colors: \_\_\_\_\_

FONT STYLES  "City Script"

- |         |                        |                          |         |                       |                          |
|---------|------------------------|--------------------------|---------|-----------------------|--------------------------|
| Style 1 | <b>Athletic Script</b> | <input type="checkbox"/> | Style 2 | <b>Century CP</b>     | <input type="checkbox"/> |
| Style 3 | <b>Cajun Block</b>     | <input type="checkbox"/> | Style 4 | <b>Capital Script</b> | <input type="checkbox"/> |
| Style 5 | <b>Block Spanish</b>   | <input type="checkbox"/> | Style 6 | <b>PLAIN BLOCK</b>    | <input type="checkbox"/> |

Quantity: \_\_\_\_\_ Item #: \_\_\_\_\_ Size/Color: \_\_\_\_\_

Quantity: \_\_\_\_\_ Item #: \_\_\_\_\_ Size/Color: \_\_\_\_\_

Quantity: \_\_\_\_\_ Item #: \_\_\_\_\_ Size/Color: \_\_\_\_\_

**I hereby Acknowledge and Agree to the above Embroidery Instructions. I understand that there are no exchanges or refunds on Altered or Embroidered Items.**

Signature \_\_\_\_\_

Date \_\_\_\_\_