



What is the Order Confirmation Form?

Now that you have confirmed your design and the price of the garment has been established, we are now ready to get started on making your garments. Before we proceed with your project, the Order Confirmation Form needs to be signed and returned to us. This document:

- Verifies the price of the garments and cost of services including patterning and prototype.
- Establishes a time table to complete each phase of your order, so it is delivered to you on time.
- Establishes that you will be proceeding with your order so that we can reserve space for you in our production schedule.

Please note, the order confirmation form is an estimate, not an invoice. Once we receive your confirmation, we will issue you a bill which includes any shipping fees that apply.

When and how do I return the form?

The form needs to be signed and returned within 1-3 working days of receiving the document. If it is not returned within this time frame, the scheduling dates will be changed. Please note, delays in returning the form could result in delivery delays.

The form can be submitted by:

1. Faxing to 952.829.8822
2. E-mailing to your Account Coordinator

Can I change or cancel my order ?

The Order Confirmation Form is a document verifying you will be ordering from us. **You can cancel your order prior to submitting the form. Once the form is submitted to The Line Up, your order cannot be canceled.** The following changes can be made to your order prior to production. They include:

1. Quantity - The number of garments to be ordered is confirmed at final billing. Please note that if you change your quantities, the price may change based on the following discount schedule:

Quantity	Discount
6-8	5%
9-15	10%
16-21	15%
22 or more	20%

2. Prototype - We make a prototype so that you have the opportunity to refine and make changes to the design. Please plan for the following if you change the prototype:

- Significant changes, especially to the design are not included in the price estimate. Additional costs will be discussed and reviewed with you when the prototype is returned.
- If there is a redesign of the garment or major changes that require a second prototype, a new price and delivery time frame will be established. This may affect your final delivery dates. Allow an additional 2-3 weeks to make a second prototype. If your time frame is firm, we will work with you on addressing solutions to meet your needs.

Will the price of the garments change from the price on the Order Confirmation?

If you make changes to your order, billing will reflect those changes. Your Account Coordinator will discuss these fees with you prior to final billing. If there are budgetary constraints, we are committed to working with you in identifying solutions. The following changes may result in fees not outlined on the Order Confirmation:

1. Redesign or significant changes to the prototype.
2. Changes in your quantities (please refer to the above discount schedule).
3. Rush shipping if the account becomes off track or delivery date is changed.

Who is responsible for meeting the dates on the form and what happens if we are off track?

The Line Up is responsible for making sure you receive your prototype and finished product on time. We need your help to make sure this happens. The dates highlighted in yellow are dates you are responsible for meeting. Failure to meet these dates, will result in changes to the date schedule. Thereby, impacting final delivery. Please keep in mind that from the date the proto is returned to The Line Up, we need 4-5 weeks to produce and ship the finished product.

Order Approval and Confirmation

Customer: Dance Expression Conservatory (Sample Order Confirmation)

Thank you for choosing The Line Up for your performance apparel. The following outlines the details of your order. We are excited to get started on your garments. Please return this form, signed by you or the person authorized to approve the order within 1-3 working days. This will allow us to hold your delivery date in our production schedule.

Date Schedule

The following is the time table necessary for making sure each step needed to complete your order is done in a timely fashion to ensure on time delivery. The yellow highlighted dates are the dates you are responsible for meeting. If you are unable to meet the date by more the 2-4 business days, a new time schedule will be established which may result in a delay in delivery. **To help you with planning, please allow 4-5 weeks for us to produce and ship the garments once the prototype is returned, approved and sizes are determined. If you have rhinestones or embroidery applied to your garment, allow 5-6 weeks for production of your garments.**

To be accomplished	Date of completion (within 2-4 business days of dated indicated)
Order Confirmation Date	10/18/13
50% Deposit Due*	11/1/13 * deposit must be received before proto is shipped
*Prototype Ship Date	11/4/13
Prototype Return Date	11/11/13
Quantity and Sizes Confirmed	11/11/13
	* full payment must be received a 7 days before the order
Final Payment Due*	11/28/13 is shipped, unpaid garments will not be shipped
Order In Hand Date	12/12/13

* If there are delays in prototype delivery, The Line Up will make up the time during weeks allocated for production.

Price Quote Information

Reminder: This is an estimate, not an invoice. Upon receipt of your signed form, a separate invoice to include shipping costs will be sent to you.

Garment Development Costs	
Patterning	\$60.00
Prototype	\$100.00
Fabric Sourcing	\$0.00
Other	\$30.00
Total Garment Development	\$190.00

Order Production Costs	
Quantity	10
Single Item Price	\$100.00
Group Discount	10%
Single Item Discount Price	\$90.00
Total Production Price	\$900.00

***Total Order Price** **\$1,090.00**

Initials: *mj*

*Final quantity and price may be reduced if we are able to use your prototype as part of your order. Additional fees may be assessed in the event of a change to the design, fabric or fit is required.

Payment Options:

<input checked="" type="checkbox"/>	Check
<input type="checkbox"/>	Credit Card (please call your account coordinator to provide credit card number)
<input type="checkbox"/>	Purchase Order (available to schools only. Hard copy of purchase order must be received once order is confirmed)

Billing and Shipping Information

Billing Address:	Business	<input checked="" type="checkbox"/>	Residence	<input type="checkbox"/>
Please specify who will be paying the bill <input type="checkbox"/> Mary Johnson, Studio Owner				
Contact Name:	Mary Johnson			
Company:	Dance Expression Conservatory			
Address:	1100 University Avenue			
City	Smithtown	State	AK	Zip 10233
Phone	100-300-2000			
Email	mary@danceexpressions.com			

Shipping Address:	Same as above	<input checked="" type="checkbox"/>	Business	<input type="checkbox"/>	Residence	<input type="checkbox"/>
Contact Name:						
Company:						
Address:						
City		State		Zip		
Phone						
Email						

Signed Confirmation

I have received the order confirmation, read pages all pages of the document (pages 1-3) and understand terms of this purchase.

Mary Johnson

Signature

Mary Johnson

Customer Name

Date 10/21/13