

Crafty Designs by Julie

SPECIAL ORDER FORM

Thank you for supporting my small business! Please complete all applicable fields.

CUSTOMER INFORMATION

Customer Name: _____	Order Date: _____
Phone: _____	Needed By: _____
Email: _____	
Preferred Contact: ☐ Call ☐ Text ☐ Email	Pickup/Delivery: ☐ Pickup ☐ Ship

ORDER DETAILS

Product Type: ☐ 2D Sign ☐ Stand ☐ Floral Design ☐ Sticker ☐ Other: _____
Material: ☐ Wood ☐ Metal ☐ Other: _____ Size: _____
Shape: ☐ Round ☐ Square ☐ Rectangle ☐ Oval ☐ Vertical ☐ Horizontal
Theme/Occasion: _____
Colors: _____
Exact Wording/Name/Date: _____

Design Notes / Special Instructions: _____

REFERENCE & DESIGN APPROVAL

Reference photo/logo provided? ☐ Yes ☐ No Method: ☐ Text ☐ Email ☐ In person
Proof requested before production? ☐ Yes ☐ No Customer approval date: _____
Changes approved: _____

PRICING & PAYMENT

Item / Description	Qty	Price
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____

Subtotal: \$ _____	Shipping/Delivery: \$ _____	Tax: \$ _____	Total: \$ _____
Deposit Paid: \$ _____	Balance Due: \$ _____	Payment: ☐ Cash ☐ Card ☐ Venmo ☐ Other	
Payment Status: ☐ Paid in Full ☐ Deposit Paid ☐ Balance Due at Pickup/Delivery			

CUSTOMER ACKNOWLEDGMENT

Custom orders are created based on the information above. Colors and materials may vary slightly. Personalized or custom-made items are non-refundable after the design is approved and production begins.

Customer Signature: _____	Date: _____
Crafty Designs by Julie: _____	Date: _____