

# THE **10** MOST IMPORTANT DETAILS OF AN ORDER

The following information will help us process your order and ensure the highest possible quality. Please use this checklist to verify that your order includes the following information. Providing the information will allow us to expedite your order.

- 1** Contact name
- 2** Style number, description and color of each item
- 3** Quantity and price
- 4** Press ready art/previous PO no.
- 5** Decoration methods
- 6** Location and size of decoration
- 7** Colors (PMS & thread color #)
- 8** Indicate whether proof is needed
- 9** Shipping method/ ship address
- 10** Product in-hands date