

SEND IT AND FORGET IT

Please use this checklist when placing your order to ensure the following information is included:

- ✓ Contact Name
 - ✓ Style number, description and color of each item
 - ✓ Quantity and pricing
 - ✓ Press ready art or previous PO number
 - ✓ Decoration method, location and size
 - ✓ Colors (PMS# or thread color)
 - ✓ Indicate whether a proof is needed
 - ✓ Shipping method and ship to address
 - ✓ Shipping account number and billing address if requesting to ship 3rd party
 - ✓ Product in-hands date
-

Providing this information will enable us to place your order accurately and efficiently.