



# **4 SIMPLE STEPS**

## **TO WORRY-FREE ORDER PRODUCTION**



# **SHARPRINT<sup>®</sup>**

Manufacturers of Decorated Apparel

# INTRODUCTION

There are many decisions to be made and details to be communicated when ordering decorated and promotional apparel. If you've ordered even once, you are well aware. The number of decisions and details is multiplied by each client you are working with and each item they are having imprinted. Wow. That's a lot to keep track of.

You're awesome and have it covered, we know. Regardless, we've got your back. TheFour Simple Steps is a system for placing orders that helps organize the details and keeps you informed about the progress of your custom screenprint, embroidery, and digital print orders. Our goal is to make working with us easy. By pro-actively providing you with status updates, you can continue getting business instead of being bogged down by orders you already have.

**With over 25 years in apparel decoration for the promotional products distribution industry, we understand the challenges you face.**


# STEP 1

You've emailed your order and moved along with the rest of the day. Getting quotes from vendors, quoting clients, reviewing art approvals, sourcing goods, returning phone calls - don't forget lunch - emailing more orders, following up with clients, pro-active sales calls. Sound about right? That's already a very busy day, do you really have time to add to "make sure PO was received" to that list for every order?

In the promotional products industry, days, hours, even minutes can make or break a relationship with a client. For your client's sake (and for your own peace of mind) you have got to be sure the order has been received and is in progress. Whether you have time to follow up or no, you will, because nothing can slip through the cracks.

## ORDER APPROVAL

Within 24 hours of receiving your PO, we'll confirm with you. And be confirm, we aren't just emailing back with, "thanks got it". Our in-depth order confirmation includes garment style and color, sizing breakdown, decoration method and price, ship method, ship to address, and delivery date. We'll wait for your approval of the details to make sure we have it right before we proceed, and even remind you if we don't hear back in a bit.

**Sharprint.**  
4200 W. Wrightwood Ave.  
Chicago, IL 60639  
773-862-9000

Order Approval: 141499

Date Ordered: 1/11/13  
Res. Ship Date: 1/14/13  
Drop Dead Date: 1/14/13

Ordered By: Tara Zanzig Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: tara@sharprint.com

SHIP TO: \_\_\_\_\_

SHARPRINT  
4200 W WRIGHTWOOD AVE  
CHICAGO, IL 60639

Customer # 619 PO Number \_\_\_\_\_ Terms COD Salesperson George Kilian Ship Method \_\_\_\_\_

Design ID 48149 Design Title STYLEMAX Promo Tees Type \_\_\_\_\_

Qty	Part Number	Item Color	Description	Youth	xs	s	m	l	xl	2X	3X	Unit Price	Total Price
2	01075C1	Black	Alternative Apparel Women's Basic Crew	1	1							3.99	7.98
2	01075C1	Black	Alternative Apparel Men's Basic Crew				1	1				3.15	7.30
2	2102	Black	American Apparel Ladies Fine Jersey Short Sleeve Tee				1	1				4.92	9.84
2	2001	Black	American Apparel Men's Fine Jersey Short Sleeve Tee				1	1				4.92	9.84
2	0004	Black	Bella The Favorite Tee Ladies				1	1				3.06	6.12
2	3001	Black	Carven More Unisex Jersey Tee				1	1				3.06	6.12
12													
												Subtotal	27.87
												Sales Tax	4.55
												Shipping	
												Total	32.42
												Paid	
												Balance	32.42

Note:  
Please sign and return this form via email or fax to sales@sharprint.com or 773.862.9000.  
Price is contingent upon customer providing satisfactory camera-ready or computer vector artwork. We will notify the customer if any changes are necessary or additional charges are incurred. OVERTIME / UNDERCOST Sharprint works very hard to meet and exceed your expectations but shipping exact quantities is not always possible. Due to the difficult nature of Screen Print and Embroidery production, we follow the 2% manufacturing industry standard guideline for Maprints, Overruns and Underruns and invoice accordingly.

NOT RESPONSIBLE FOR GOODS LEFT IN-HOUSE OVER 30 DAYS.

Authorized By: \_\_\_\_\_ Printed Name \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

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# STEP 2

A brand identity is the anchor for consumer perception about a company. Companies invest significant resources into brand identity, design and marketing strategy. By contracting you to produce their promotional products, these companies put their brand and reputation in your hands. You can explain your head off, write detailed instructions, draw diagrams, and dance it out, alas, to error is human. Details can still be missed or misunderstood. Count on The Four Simple Steps to save the day. Everytime you place an order for a new design or make a change to a design we have already printed...drum roll...

## ART APPROVAL

We're not just going to send you back what you've sent to us - what would be the point in that? We funnel all of the information you provided into a concise art approval. The art approval includes a visual mockup for approximate sizing and placement, specific image size, and if a specific placement if there is one. The art approval also calls out Pantone colors for screenprinting. Digital orders contain all of the same detail, minus the Pantone colors (only because digital printing doesn't use Pantone colors). For embroidery order, we physically sew a logo, scan and email it to you. We can mail the actual sew out to you as well, time permitting, of course.



By reviewing the art approval, you can see how we intend on producing your product. These order approvals are blind, so you can pass them on to your client for another set of eyes. Can't hurt, right?

Here's the beauty of it - once we've produced the order once, we've got it! You don't need to review the art every time you place the order. Unless, of course, you want to. In that case, it's no problem to send it over.



# STEP 3

One of the most challenging aspects of ordering custom imprinted apparel is managing the blank product. The blanks you order from a distributor are shipped directly to your decorator. Since the goods don't pass through your hands, you trust that the right product is delivered and consequently decorated.

While many shops estimate totals based on the number of boxes or simply match up your PO with the delivery roster, Sharprint opens each box to count the product delivered. The totals are entered in our system and we send you a receiving summary of the results. If there are any discrepancies between your order and what was actually delivered, you can make arrangements to fulfill the order prior to production.

## RECEIVING SUMMARY

Receiving Summary 2 Screen Print - Sharprint Supplier Order Number: 141499

**Order Information**  
Customer: 610 Z Sharprint  
Salesperson: George Kilian  
Customer PO #:  
Date Order Placed: 1/11/13  
Req. Ship Date: 1/14/13  
Drop Dead Date: 1/14/13

**Designs**

ID	Name	Type	Locations	Imprints
48149	STYLEMAX Promo Tees		11	2

**Receiving Information**  
Checked In: ☐  
Date:   
Checked By:

Qty	Part Number	Item Color	Description	Youth Adult	xs SM	sm LG	lx XL	l 2X	3X	Vendor Code	PO Number	Line Rec?
2	01072C1A	Black	Remotive Apparel Women's Basic Crew	11						S&S	26229	Yes
2	2102	Black	American Apparel Ladies Fine Jersey Short Sleeve Tee	11						TSC	26231	Yes
2	01070C1A	Black	Remotive Apparel Men's Basic Crew	11						S&S	26229	Yes
2	2001	Black	American Apparel Men's Fine Jersey Short Sleeve Tee	11						TSC	26231	Yes
2	6004	Black	Bella The Favorite Tee Ladies	11						S&S	26229	Yes
2	3001	Black	Canvas Men's Unisex Jersey Tee	11						S&S	26229	Yes

Notes

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Sharprint is also one of the few decorators in the Chicago area selected to be part of SanMar's PSST program. The PSST program streamlines the apparel purchasing progress for ASI, Sage, PPAI and other promotional products distributors by eliminating the need to bundle PO's when placing apparel order. Enrolling in the PSST program means eliminating restock feed and free - yes, you read that correctly - completely free shipping for you.

We'll send a receiving summary regardless of whether or not you are enrolled in PSST, so no worries either way.





# STEP 4

With all details confirmed, art approved, and goods received, we'll produce your order and get it out of the door. As soon as the order ships, we'll send you over the tracking numbers. This confirms that your order has been produced and you can keep an eye on its progress to your client. If the order is being split and sent to different locations, you'll receive a breakdown for what is going where with separate tracking numbers. Really, it's as simple as that.

## ORDER TRACKING

