

Get your ducks in a row when ordering promotional apparel!

Order Info Checklist & Scratch Pad

 **Job Name:**

 **Decoration Type:**

- Screenprint
- Embroidery
- DTG
- Other:

 **New Art PO#:**

 **or Re-Order PO#:**

 **In-Hands Date:**

 **Ship To Address:**

 **Ship Method:**

 **Shipping Account #:**

 **Garment Details**

- Brand & Style #:
- Color(s):
- Size Breakdown:

XS___S___M___L___XL___ 2XL___3XL___

 **Goods Arriving From:**

 **Inbound Goods Reference or PO#:**

 **Imprint Location(s):**

 **PMS Inks or Thread Colors:**

 **Finishing:**

- Folding
- Bagging
- Other:

 **Pre-Production Sample Needed: Y or N**



SHARPRINT[®]

Manufacturers of Decorated Apparel

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