


GETTING YOUR DUCKS IN A ROW


When Ordering Promotional Apparel


Client Name:


Order PO#:

Order Details Checklist:

 **Decoration Type** (Screen Print, Embroidery, DTG):


 **Contact:**

 **New Art or Re-Order?** (File Name or Number):

 **Ship/In-Hand Date:**

 **Ship To Address:**

 **Ship Method:**

 **Garment** (Type, Color, Size, Polyester?):

 **Goods Coming From?** (Reference #):

 **Shipping Account #:**

 **Imprint Location:**

 **PMS/Thread Color** (Colorways):

 **Finishing Activity** (Folding, Bagging, etc.):

 **Need a Pre-Production Sample?:**