



PURCHASE ORDER CHECKLIST

ALL ORDERS

- "Bill to" Address with complete contact information including phone and fax numbers
- Your ASI#
- PROVIDE YOUR EMAIL ADDRESS so we can update you with tracking information
- Complete "Ship to" Address
- Special Shipping Instructions
- In-hands Date
- Shipping Method and Account#
- Reference PRIOR PO# on ALL REORDERS

PRODUCT/DECORATING CHECKLIST

IMPRINTED ORDERS

- Item Number
- Quantity
- Item Color
- Imprint Color
- Imprint Location
- Set-up Charges
- Finishing Options
(For GOLF TOWEL ORDERS ONLY)

EMBROIDERED ORDERS

- Item Number
- Quantity
- Item Color
- Thread Color
- Embroidery Location
- Embroidery Digitizing Fee
- Monogram Style
- Finishing Options
(For GOLF TOWEL ORDERS ONLY)