

PRODUCTION READY CHECKLIST

PRODUCTION READY-DEFINED

An order is considered "production ready" when all elements required to produce and ship your order are received. Incomplete orders (i.e., orders awaiting art instructions, final quantities, sizes and etc.) are held out of production until required items are received by ProSource. After all information is received, your order will be processed in our normal production time unless otherwise specified. This checklist is designed to assist you in providing us the information we need to process your order. You may either fax this information to us at 816-228-4669 or simply email to sales@prosourcemotions.com

1. Customer Name/Address ---If you are a new customer, you may access a "New Customer form available on our website. www.prosourcepromotions.com and select the "DOWNLOADS" tab at the top of the page or call us and we can email to you.
2. Order Date--This is the day we receive the order. Our "production scheduling" begins from this date and will be scheduled appropriately based on the timeliness of art approval and receiving the product.
3. Ship To--If there are any specific shipping instructions, please advise. We will need to know the date you would like the order to ship and how you would like it to ship. We use UPS and will need to know how to ship it. I.e. ground, 2 day service or Next Day. We charge \$3.75 per box handling + the shipping charge. All orders will be insured for \$100.00 unless instructed otherwise. ProSource will not assume liability for damaged or lost shipments.
4. Please provide an art description and the buyer's name on the order. Please send all art saved as the name you are using to describe the order, or use the purchase order number if using a P.O. We receive several art projects daily and need to be able to match it with the order.
5. Please provide a due date--This is the day that you need to pick up the order. If there is a certain time of day, please advise. Our "day" is from 8:00am - 4:30pm. If we are shipping the order, please advise of "absolute" day to ship. Remember to allow for delivery time.
6. Please provide the quantity, size and description of each item we are to decorate. We check the items in upon receiving and will notify with 24 hours of any discrepancy with the order and information provided.
7. We need complete decorating instructions. Embroidery or screenprinting? Other? Decoration location? I.e., left chest, right chest, full front, full back, cap front, cap back, cap side. Be as specific as possible about the design size and location on the garment. We need specific color information. We use Pantone Matching System as our universal color guide for screenprint and Robison Anton Thread for embroidery.

ORDER APPROVAL

An order approval will be sent to you via email when the order is submitted. This will reflect costs of the product, decoration and estimated art charges. Please read the approval carefully to ensure that your instructions have been followed and that you are in agreement with the pricing. ProSource requires a return acknowledgement via email or a by signing and faxing back the approval within 24 hours in order to maintain your production schedule. Any changes to the order after approval may incur additional costs and lead time.

Please call or email with questions about scheduling, decoration issues and charges if you need assistance.