

**EACH ORDER WILL REQUIRE THE FOLLOWING INFORMATION
TO BEGIN THE PRODUCTION PROCESS**

 **Admin**

 **Your Customer's Name**

 **Job Name**

 **PO#**

 **Date Required**

 **Product**

 **Supplier**

 **Style Number**

 **Item Description**

 **Item Color**

 **Quantities by Size**

 **PO# or Silver Screen Work Order# must be on the
outside of each box**

 **Imprint for Each Location**

 **Placement**

 **Pantone Colors or Thread Colors
of Logos**

 **Any special instructions as far as imprint Size or Placement
that would differ from Silver Screen standards**

 **Finishing**

 **Packing Instructions**

Custom Boxes

Hand Tagged

Individually folded or bagged

 **Shipping Instructions**

Method (ie Customer Pickup, UPS Next Day, UPS Ground)

Ship To Address