

# FULFILLMENT

We know how important it is for you and your clients to have options when it comes to the final details of your orders after they have been decorated. In addition to a variety of efficient shipping methods and vendors, we are happy to use blind shipping labels to your customers for anonymity. Billing third party accounts is also a convenient service we provide. Finishing services in addition to special fulfillment needs and different warehousing programs help you with organization and distribution after goods leave our facility.



# **Hang Tags**

Just as it sounds. If you supply the hang-tags, we will attach them to the garments for that retail finished detail.

### Folding - Poly Bagging – Sizing Stickers

If this is how you or your client would like the final decorated items delivered, we have the capability to make it happen. Just enter a note on the portal and we will take it from there. Folding and poly bagging gives a great retail look to your client's order. By adding sizing stickers, they help keep finished goods organized for distribution at their final destination.

## **Parent/Child Orders**

This is a good way to get the most out of your money for larger orders that need to be split shipped to different locations or on different dates. A PARENT order is entered in the portal for the total number of items that need to be decorated, and you will receive an invoice for the total decoration cost. Then individual CHILD orders are entered separately for each different shipping address and/or in hands date. Most Child orders will be fulfilled within 2 business days, and will be invoiced for the shipping and handling only. In the case of long-term storage, we will take an inventory and invoice for storage on the first Friday of every month for the prior month's storage.

#### **Stick & Ship**

This program is used when you know the quantities of each shipment before we process your order and we can prepack as they are decorated. When it is time to ship the orders, we will print the shipping label and STICK it on the pre-packed box and SHIP it out.

#### **Pick & Pack**

This process is used when we decorate the goods and store them by sku number. As individual orders are placed, we will then PICK & PACK your goods to each order's specified quantities. Orders could contain a different order mix on every shipment. This is great for school uniforms and sports gear.

# Shipping

If you choose, you are more than welcome to pick up your orders in person. It is best to set up an appointment for that service so we can have your goods ready and waiting for you. If that is not an option, we can use any shipping company you like. Primarily, we use UPS, but we also have partnerships with FedEx and USPS.

# **Blind Shipping**

Blind shipping is an easy way to keep vendor of origin a mystery if that is a priority.

# **Third-Party Billing**

In our efforts to continue to make your ordering experience easier and more profitable, we can bill to a third party account for shipping. Just make sure that information is entered in shipping details on the portal.