

Boardwalk Marketing

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CHECKLIST FOR PROCESSING A DECORATED APPAREL ORDER

On our website we have an entire section devoted to “How to Place an Order.” There are several pages of in-depth information devoted to guiding you through the process of placing an order. Here is a basic checklist of information needed to process an order.

The Obvious Stuff

- Purchase Order Number
- Ship to and Bill to Addresses
- Date Order Placed
- Date the Order is to be Shipped (include the In-Hands date if you want but we require the Ship Date)
- Method of Shipping
- Shipping Bill to (if you want shipping billed to your client or billed Third Party to your account)
- Your Contact Information - Name, Phone, Fax, Cell, Email

Not so Obvious Stuff

- Order Reference (a short phrase to describe or reference this order)

Art or Design Related Information

- Art File References (Front, Back, etc.) if more than one file is sent

Decoration Related Details

- Screen Printing or Embroidery or Heat Applied Graphics or...
- Thread or Ink Colors
- Decoration Location(s)
- Design Size for Each Location

Item Information

- Item Number(s) for all items to be decorated
- Quantities, Sizes and Colors for All Items
- Name of the Wholesaler where you ordered your garments

Billing Information

- Run Charges per Location
- Screen, Art, Digitizing Charges
- For Full Service Orders:
 - The price calculated by Quote Magician
 - A PDF of the Price Calculation Page will help us verify your pricing
 - The calculated cost for shipping - all Full Service orders qualify for Free or Reduced Cost shipping