

Boardwalk Marketing

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CHECKLIST FOR REQUESTING A QUOTE

If you have a need to provide a quote to your customer, and you want to check with us first before providing the final price, there are some important bits of info that we must have before we can provide a final quote.

Basic Info

- Your Contact Information - Name, Phone, Fax, Cell, Email
- Date the Order needs to be Shipped

Item Information

- Item Number(s) for **all*** items to be decorated
- Quantities, Sizes and Colors for All Items
 - If you don't know the actual quantity give us your best guess and we'll give you pricing for multiple quantity breaks
 - If you don't yet know the actual sizes please tell us if you expect all adult sizes, or all youth, or a mix
 - If you don't know the actual garment color(s) give us your best guess - garment color can dramatically affect pricing

***Note - Mixing multiple garment types, colors, styles, fabrics, etc. is not necessarily advised or even possible, depending on certain parameters. Please do not assume you can mix anything and everything in an apparel order and combine them together for quantity pricing without the potential for unexpected difficulties. Be sure to note all items to be decorated when requesting a quote.**

Art or Design Related Information

- Send us the actual art file to be used for the order, or send a .jpg of the design if that is all you have
 - If you have the actual art we can give you a very precise quote
 - If all you have is a .jpg we can give you our best estimate based on what we see - subject to evaluation of the actual art file
 - If you don't have a design, specify the number of imprint colors - take into account the possible need for an underprint**
- Specify Print Method - Standard Spot Color, Simulated Process, etc.

****Note - If you are simply requesting a quote without the actual art file be aware that our evaluation of the final art file may be very different from your "guesstimate." It is always best to provide the actual art file, or at the very least a .jpg image so we can make our best guesstimate. Also keep in mind the need for an underprint. This will also necessitate the need for a second white - an overprint white to keep those elements bright and vibrant.**

Decoration Related Details

- Screen Printing or Embroidery or Heat Applied Graphics or...
- Ink or Thread Colors
 - Please specify PMS number for ink colors - or - Thread manufacturer and thread color number
- Decoration Location(s)
- Design Size for Each Location