Alert Apparel & Promotions

THIS FORM IS A VITAL PART IN OUR PRODUCTION PROCESS AND MUST BE FILLED OUT COMPLETELY.

TERMS & CONDITIONS: All prices are per location. Turn around time 10-14 working days. 36 Piece minimum, per placement, per logo. Less than 36 pieces are subject to a $35.00 sample fee. Prices are estimated and subject to change. Pricing based on plastisol printing, without flash, unless otherwise agreed. Order must be accompanied by 50% deposit before we can start on artwork. All deposits are NON-REFUNDABLE. Credit cards are accepted with a 3% transaction fee. Screens remain the property of Alert Apparel. Work order must be filled out completely. You will receive a virtual mock up for approval. First virtual is free of charge, changes are chargeable. Art must meet specific requirements. Adobe Illustrator Preferred. Photoshop files MUST be on transparent background/300 dpi at print size. Colors must be on separate layers or channels. Any file not meeting these requirements, art fess will apply.Allow 4% for damages.

☐ I HAVE READ AND ACCEPT

YOU MUST USE ADOBE ACROBAT READER TO FILL OUT THIS FORM

ALERT TO SUPPLY GARMENTS ☐
I WILL SUPPLY MY OWN GARMENTS ☐

PLEASE EMAIL COMPLETED FORM TO: INFO@AAPROMOS.COM

JOB

☐ Reorder* Job P.O.#: _____
☐ New Date sent: _____
IN HANDS DATE: _____

ARTWORK

☐ Email proof requested
☐ Sent by email
☐ Sent by other
☐ RECREATED/COLOR SEPARATED BY **ALERT**.

JOB COMPLETION AND SHIPPING INSTRUCTIONS

☐ Call when job is complete
Ship to: _____
Attention: _____
Street address: _____
City: _____ State: _____ Zip Code: _____

☐ Will call ☐ Courier ☐ Ship via: _____
Packing/shipping notes: _____

COMPANY INFORMATION

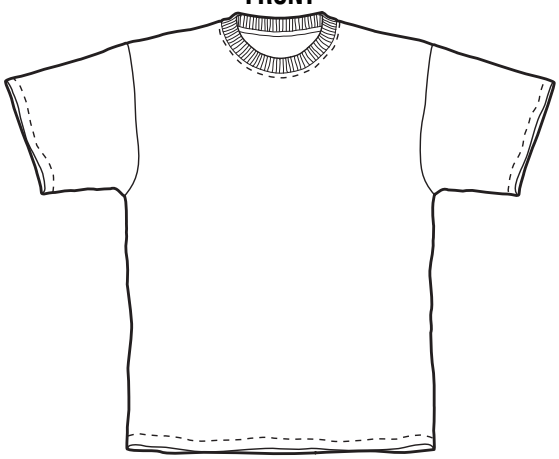
Company: _____
Contact: _____
Address: _____
Phone: _____
Email: _____

PMS #'S MUST BE LISTED
PMS color chart can be found on our website www.alertapparel.com

PMS COLORS FRONT	PMS COLORS BACK

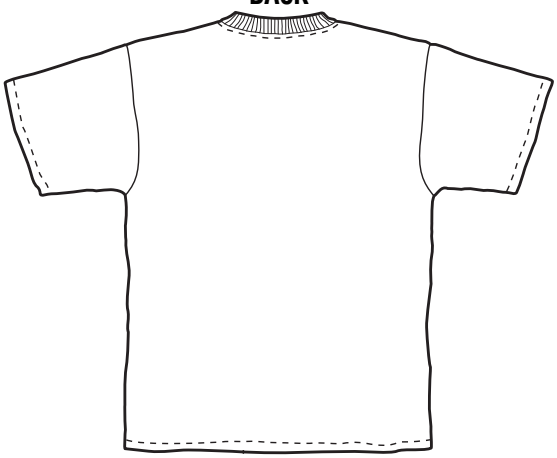
PLEASE INCLUDE JPEG WITH REORDERS

FRONT



PRINT SIZE: _____
MUST STATE SIZE

BACK



PRINT SIZE: _____
MUST STATE SIZE

PLACEMENTS		INSIDE LABEL	
FULL FRONT		UPPER BACK	
FULL BACK		RIGHT SLEEVE	
LEFT CHEST		LEFT SLEEVE	
POCKET		OTHER	

INK TYPES			
PLASTISOL		PUFF INK	
WATER BASE		GLITTER	
DISCHARGE		SOFTHAND	
HIGH DENSITY		FOIL	

FINISHING		HANG TAG	
FOLD		PLACE IN NEW BOXES	
BAG		SORT BY SIZE	
SIZE STICKER			
SEW IN LABEL			

STYLE/COLOR	XS	S	M	L	XL	XXL	XXXL	YOUTH SIZES	S	M	L	XL		INSTRUCTIONS