



# LET'S MAKE **YOUR** DEADLINE!

WITH OUR PRODUCTION CHECKLIST

## PRE ORDER PLACEMENT

- ✔ **STOCK:** Check and recheck stock! Did you know we offer live online inventory checks on all our product pages? Remember stock is live levels can change hourly.
- ✔ **ARTWORK:** Vector art is required. Please submit your art file with your purchase order. PO and ART should be emailed to [orders@spectorandco.com](mailto:orders@spectorandco.com)
- ✔ **SHIP DATE:** Please check in for current production timelines, especially for orders over catalogue quantity or with firm in hands dates.
- ✔ **IN HANDS DATE:** Provide an absolute in hands date if applicable.
- ✔ **LARGE QTY/MULTIPLE BRANDING/KITTING ORDERS:** If ordering above catalogue quantity, using multiple branding solutions or requiring custom kitting/fulfillment, please contact your CSR for both pricing and production timelines.
- ✔ **DROP SHIPS/ORDER FULFILLMENT:** If drop ships are required, CS can provide an excel sheet for the proper format that must be submitted prior to production of your order. We can provide order fulfillment, such as kitting with customer provided items – drop ships and fulfillment must be quoted by our customer success team. All fulfillment quotes do not include freight and residential address charges.

## SENDING IN A COMPLETE PURCHASE ORDER

- ✓ **INFO:** All relevant order info must appear on the PO. Please include your artwork/virtual on the same email to [orders@spectorandco.com](mailto:orders@spectorandco.com)
- ✓ **CONTACT:** Please note the primary contact who will receive all communications and manage approvals. All documents and alerts from Spector & CO will go to this contact. Only one contact per PO can be assigned.  
  
Include the virtual number, quote number, special pricing number or program number on your PO, to not delay the preproduction process.
- ✓ **ITEM NUMBER AND ITEM COLOR**
- ✓ **BRANDING SOLUTION:** Note the decorating method and imprint area. If these are not noted, we will enter and proceed with the default as listed on our website.
- ✓ **ARTWORK IN THE CORRECT FORMAT:** Include PMS colors if applicable. If we've provided a virtual, please include it with your PO.
- ✓ **SHIP TO ADDRESS, SHIP METHOD:** If the ship method is not provided, we will default to UPS our account and charge. If your order qualifies for an LTL shipment, we will reach out to you and quote.
- ✓ **PACKAGING INSTRUCTIONS:** Special packaging must be noted on PO with appropriate charges.

## AFTER PLACING ORDER

- ✓ **ORDER ACKNOWLEDGMENT:** OA will be sent to contact on po within 24hours of order receipt.
- ✓ **ORDER CONFIRMATION:** Please pay attention to your OA – notes will be included alerting you about concerns regarding the requested ship or in hands date, stock levels and missing information. **PLEASE READ!**
- ✓ **PROOFS:** Upon request, proofs will be sent within 24 hours. Delays in approval will incur a revised ship date.
- ✓ **PRODUCTION TIMELINES:** Timelines are quoted or counted following artwork approval.
- ✓ **QUESTIONS:** reach out to your customer success contact! Happy to help!
- ✓ **PRE SHIPPING ADVISE:** Sent to the contact on the po the day prior to your order being shipped.
- ✓ **SHIPPING ADVISE:** Sent to the contact on the po noting final quantity and tracking numbers