

ORDER CHECKLIST

Artwork

Artwork requirements met

Bag Details

- Size
- Material
- Lamination finish (matte or gloss)
- Handle material, length and color
- Piping material and color
- PMS# for spot color(s)
- Add-ons (if any)

Shipping Details

- In-hand date
- Carton mark (information printed on cartons)
- Shipping address, contact person's name and phone number

Payment

Check, wire transfer and credit card (3% processing fee will be added for amount over \$5000)

- Normal production (8-10 weeks): 50% deposit to start production, remaining 50% due on delivery
- Rush production (4-6 weeks): full payment is required to start production.

