

# 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 (2.95% processing fee will be added)

- **Normal Production** (7-9 weeks):

Net 30 days from the invoice date for the first-time clients. Net 60 days from invoice date for established clients with excellent credit history.

- **Rush Production** (4-6 weeks): Full payment is required within 15 days of order received

