Welcome!

Our goal is to assist you with your decoration and embellishment project in the most stress free, cost effective, fast and error free way possible. To that end, we’ve developed this list of questions that we would like you to answer in advance of the project so that we can accomplish our collective goals on the successful and efficient completion of your project.

*Please answer these questions and email or FAX this document back to the AMBRO associate that you are working with.*

Please **TELL** us about your company? (Skip if we’ve already started working together)

*Example: Company Name, Address, City, State, ZIP, Phone, Your Name, Your Title, eMail, Website*

Please **DESCRIBE** the project

*Example: I have a small track team that needs Hoodies and Sweat Pants for practice and competition. We would like screen printing.*

**WHEN** do you need the printed goods to be in your hands?

*Example: I need to have the T-Shirts in my hands by March 15th*

**WHO** is providing the blank goods?

*Example: I will be providing you with the blank goods*

**WHAT** goods are going to be decorated?

*Example: Hoodies and Sweat pants*

**WHERE** are the decoration locations of the items being decorated?

*Example: Hoodies have a full back design and a left chest; Sweat Pants have a left leg print*

**HOW MANY** of these goods **BY SIZE** need to be decorated?

*Example: Hoodies – Small/15, Medium/20, Large/25 Sweat Pants L/20*

**WHAT** does the artwork look like for each decoration location?

***Action****: eMail the artwork to the person you are working with so that we can see it.*

**HOW MANY** colors are in the designs for this project?

*Example: The full back design is 4 colors; the left chest is 2 colors. The sweat pants are 1 color*

What **ELSE** do you think we need to know about this project?

*Example: Any details that you think we need to know?*