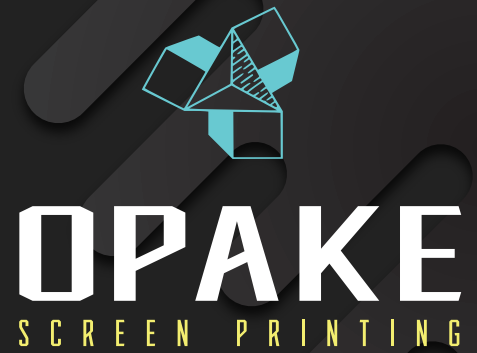


# CONTRACT EMBROIDERY CHECKLIST



- I Have my DST file in hand ready to go. I have checked the sew out and It is exactly how I want the embroidered items to come out.
- I have the thread colors picked out. I am aware that Opake only uses Madiera thread. If Opake doesnt stock that exact thread color Im willing to pay for the spools to be delivered to Opake!
- I have taken a look through the invoice and made sure that the quantities, sizes, designs, and colors are correct.
- Before finalizing ordering apparel - Your business name is marked in the ATTN and your PO will be of the design. See next step for more information.
- I have ordered my apparel by design, so when Opake receives the boxes they know how to separate the designs accordingly by the design name in the PO. (Ex. "Print design 1" is ordered separately from design 2 and 3 so no other

## WHAT IF I AM DROPPING OFF THE APPAREL?

- Artwork guidelines - see above.
- Apparel must be new and unwashed.
- I understand if items need to be unbagged I will unbag them prior to drop off. Otherwise I accept Opakes unbagging fee.