

All orders must be faxed, mailed, or emailed to [sales@anicopromotions.com](mailto:sales@anicopromotions.com)

Orders are not considered complete or “Production Ready” unless it contains the following information. To avoid production delays, please make sure your order is complete or “Production Ready”.

Purchase Order Check List:

1. Company Name, Mailing Address, Telephone & Fax Numbers
2. Contact Name, Telephone & Fax Number & Email Address
3. Purchase Order Number
4. Shipping method + account number (if applicable)
5. Confirmed Ship To Address
6. Requested Shipping date
7. Event or in hands date
8. Correct Product Name & Number
9. Product color
10. Product quantity
11. Imprint color
12. Correct pricing
13. Useable artwork & layout
14. Copy of imprint on or with the purchase order
15. Approved Credit or Prepayment
16. Approved paper or product proof