



"Our Business is Promoting Your Business"  
Promotional Garments & Products

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## PROMOTIONAL PLANNING

DATE \_\_\_\_\_

COMPANY \_\_\_\_\_ PHONE \_\_\_\_\_

CONTACT \_\_\_\_\_ CELL \_\_\_\_\_

DEPT. \_\_\_\_\_ FAX \_\_\_\_\_

REFERRED BY \_\_\_\_\_ EMAIL \_\_\_\_\_

ITEM DESCRIPTION \_\_\_\_\_

Who is the target market? \_\_\_\_\_

How will the product be distributed? \_\_\_\_\_

In-Hands Date:  Must be delivered on or before \_\_\_\_\_  Normal Production Time  
*(Normal Production on most products is 2 - 4 weeks. RUSH SERVICE is always available with possible RUSH CHARGES.)*

Quantity \_\_\_\_\_

Budget \$ \_\_\_\_\_

Price Range on Product(s) \_\_\_\_\_

Color of Item \_\_\_\_\_

Imprinting:  IMPRINTED - # of colors \_\_\_\_\_  BLANK - no imprint

PMS Color Matches? \_\_\_\_\_

Imprint Colors - 1st Location \_\_\_\_\_

Imprint Colors - 2nd Location \_\_\_\_\_

Straight Line Copy or Custom Logo \_\_\_\_\_

Will customer provide digital artwork (format)? \_\_\_\_\_  
*(If not, then art charges will apply to create artwork or to recreate artwork from unacceptable files.)*

SPECIAL INSTRUCTIONS \_\_\_\_\_

SHIPPING CHARGES: Quoted prices DO NOT include shipping charges. Customers always have the option of Ground, 3-day, 2-day, Overnight or Courier shipping at their cost.

Quote needed by \_\_\_\_\_ Signed \_\_\_\_\_