

## IMPORT PROGRAM SUBMITTAL CHECKLIST

- Contact Debbie Romero at <http://www.beslerco.net/> to set up your transportation billing and import license.
- Submit artwork for labels and hangtags as jpeg files along with corresponding pantone #'s or color chips. Specify dimensions, font size and method of attachment.
- Specify materials to be used for labels.
- Specify fabrics to be used in the garments, including fiber content. Submit a sample(s) if available.
- Specify label(s) placement in the garment and how the label is to be sewn in (top sew, side tacked, etc).
- Specify card stock for any hangtags, inserts or promotional materials.
- Specify garment size range. Adding sizes at a later date creates much more work and re-approvals.
- Submit garment colors using pantone colors (uncoated preferred) or by sending in a fabric swatch or paint chip as color standards.
- Screen print art files must be submitted as both jpegs and eps formats (if more than one color). EPS is a file extension for Illustrator software. Vectored art is required for proper color separations. Also specify the dimensions of the art on the garment as well as specific placement.
- Specify the type of printing if known (plastisol, water based, sublimation or discharge).
- Embroidery art files may be submitted as jpegs. Specify the dimensions you want the image to be on the garment. Also specify exact placement on the garment.
- Designate any packaging requirements including graphics on plastic bags, stickers with designated information, and inserts.
- Specify information to be marked on the sides of the cartons. Normally, it is style number, size, color and quantity.
- Specify carton size and weight limitations, if any. If no specific requirements we will utilize best judgment.
- Provide ship to information for the delivery of your order. Bear in mind that an order may consist of 40-80 cartons and think through how you will service orders and store the garments. Advise if the delivery is to a residence.