



Tee Compressed Customer Checklist

The Official Guide to the
Ordering Process

Welcome to the Tee Compressed Ordering Process! We are excited to be able to help you put together a fantastic product that's custom-made for you! We will be walking you through every step of this process, but here are some guidelines so you know what to expect. Please contact us if you have any questions!

- ❑ Email or call us for a **quote**
(Chances are, if you are reading this you've already done this. Just remember, if you want to change anything about your original specs, we're happy to get you a new quote!)

- ❑ Let's look at that **timeframe!**
A regular, non-rush order requires more than 10 business days for *production* (not including shipping time). If *production time* for your order is between 6 and 10 business days, it will incur a 12% rush fee. If *production time* for your order is between 1 and 5 business days, it will incur a 27% rush fee.

- ❑ On that note, we should figure out your **shipping** method and address
We will need your destination address and zip code so we can give you a shipping quote (and so we can send you your shirts!). We can either add the cost of shipping into your total payment OR we can use your FedEx or UPS account number (please let us know if you would like to do the latter and supply us with your number).

- ❑ Get your **artwork** set (for your shirt AND your insert card)
Make sure all artwork meets the following specifications:
 - ❑ layered vector format (such as AI or EPS files)
 - ❑ all fonts are outlined
 - ❑ all spot (PMS) colors are specified
 - ❑ artwork is sized to the size it will appear on the shirt or insert card, if possible (if not, please specify the size you would like the artwork to appear on the shirt)For more ART specifics, please go [here](#).
For more SCREENPRINT SIZING specifics, please go [here](#).

- ❑ Be specific with your **sizes**
We have to know how many of each size shirt you will need. Keep in mind that 2XL and 3XL incur additional charges per shirt (that info is at the bottom of your quote).

- ❑ Send us the **money**, honey!
Because each order is custom, we require pre-payment for all orders. For NON-RUSH orders, please just mail a check for the total amount, made out to **Durrani Design** (our parent-company):

Durrani Design
347 N. Coast Hwy 101, Suite A
Encinitas, CA 92024

If your order is a RUSH order, we can take payment by credit card or e-check, up to certain total amounts, or we can arrange for you to overnight a check to the above address.

- ❑ **RUSH ORDERS ONLY:** We will send you a **Proof Waiver** (because there's not enough time to send you a real proof). Please sign and fax back to us.
- ❑ Now you can relax while we put together your proof and final paperwork. We will send you an **Order Confirmation** along with **Virtual Proofs**. When you receive them, please review both and then fax back the signed Order Confirmation.
If this is a RUSH order, that's all we need from you... we will notify you when your shirts are shipped and give you the tracking numbers.
- ❑ **NON-RUSH ORDERS ONLY:** One final step – we will send you a real proof of your shirt and insert card. We will also email you a **Proof Approval Form** to go with it. When you get your proof in the mail, review it and make sure it looks *great*... then fill out, sign, and fax the proof approval form back to us.
That's all we need from you... we will notify you when your shirts are shipped and give you the tracking numbers.
- ❑ **Enjoy your shirts!** And definitely let us know if we can do anything else for you!

Questions? Comments? Contact Us!

www.TeeCompressed.com
quote@teecompressed.com
1-877-WEAR-IT-9 (877-932-7489)