

Towel Specialties Purchase Order Checklist

All orders (Distributors only)

- "Bill to" Address and complete contact information, including phone and fax numbers.
- STAY IN THE LOOP** – PROVIDE YOUR EMAIL ADDRESS so we can update you with tracking information when your order ships.
- Complete Ship to Address
- Shipping Instructions
- Ship Date/Method/Account #

Screenprint Orders

- Item number
- Description
- Quantity
- Item color
- Imprint color
- Imprint location
- Correct price
- Screen Charges
- FOR GOLF TOWEL ORDERS ONLY: Hanging options

Embroidery Orders

- Item number
- Description
- Quantity
- Item color
- Thread colors
- Embroidery location
- Correct price
- Embroidery Digitization Charges
- FOR GOLF TOWEL ORDERS ONLY: Hanging options
- Lettering font (monogramming only)

Woven Towel Orders

- Item number
- Description
- Quantity
- Item color
- Correct price
- Set Up Charges
- Excel spreadsheet with names (for personalized towels only)
- Lettering font
- FOR GOLF TOWEL ORDERS ONLY: Hanging options

