



## 1. BUILD A QUOTE

In order to build a quote you will need to confirm which item number, quantities, and artwork you would like. You can submit a request on our website or email, [customerservice@solutionsandmore.com](mailto:customerservice@solutionsandmore.com)

## 4. ORDER PROCESS BEGINS

Once invoice has been paid for and proof has been approved. Your order process begins.

## 2. INVOICE & POST PAYMENT

Once all the details are sorted out. We will send you an invoice based on your order. If you approve it, then we can proceed with your order. We ask for 50% upfront before we can start on any order.

## 5. PRODUCTION BEGINS

Now the order is finally in production Leave this up to us! We will schedule and send you a Pickup/Delivery date.

## 3. APPROVE VITRUAL PROOF

Approve your proof approval. Please be sure to look over all the details of the proof approval before approving.

## 6. PICKUP / SHIP & FINAL PAYMENT

Your order is ready! You can choose to pick up at our locaion or choose for us to ship your goods. \*Please note that shipping time is not included in production turn around time.