



Caption

ORDER SUBMISSION:

- All orders must be submitted through the following:
 - Customer submits order - Online form, email, social media, walk-in, etc.
- All order submissions must include:
 - Artwork – Placement, imprint color/size corresponding to garment color
 - Blanks Information – Products used, quantity, size breakdown
- Order information will be sent back in a quote for final approval
 - Proposal must be approved through Teesom only (not phone or email)
- Minimums – 12 (1 color) / 25 (2+ Colors)

PRODUCTION SCHEDULE:

- Regular Production is 10-12 days from approved quote.

PAYMENT:

- We accept cash, checks, and all major credit cards.
- Most orders will require a deposit which will be defined on the quote.
- A final invoice payment will be sent after job completion to be paid in full.
- Rush charge schedule is as follows:
 - 3-4 Business Days – 25% Rush Charge
 - 2 Business Days – 35% Rush Charge
 - 1 Business Day – 100% Rush Charge

PICK UP / DELIVERY:

- Pick up available by appointment.
- Shipping available if included in original order / Purchase Order

CONTACT: Email: info@southernapparelandgraphics.com

Phone: 865-765-5457