

Virginia Lee Embroidery Purchase Order Checklist

PLEASE NOTE: The following is a list of all information needed on your purchase orders.

- 1. Bill To / Ship To*
- 2. Purchase Order # (if applicable)*
- 3. Required Ship Date*
- 4. Items to be Embroidered (Style #, Size, Color, ect...)*
- 5. Expected delivery date of goods*
- 6. Placement (Left chest, Right chest, Full Back, ect...)*
- 7. The design and colors for the design*
- 8. Special Packing Instructions (If Needed)*