



















The Perfect PO Checklist

Want to make sure your order is placed with no delays? We designed the [perfect PO form](#) to save you time when filling out your order info. You can still use your own PO form if you prefer – just make sure it includes the following information:

 DISTRIBUTOR name, address, account number	 AE name, phone number, email address	 AFTER HOURS contact information	 DROP-SHIP completed PCNA drop-ship template (if applicable)
 UNIQUE PO NUMBER	 SHIP TO company name, contact name, address, phone number	 SHIP METHOD Service (Ground, Next day, etc) account number (if applicable)	 SPECIAL INSTRUCTIONS packaging, inserts, labels, sorting
 IN-HANDS DATE (if applicable)	 ITEM name, number, color, quantity, per piece price	 IMPRINT method, PMS colors, location, size	 SPECIAL PRICING "pricing per Full Name"
 VECTOR ARTWORK pre-qualify here	 SET UP CHARGES	 RUN CHARGES	 CLICK HERE To get started