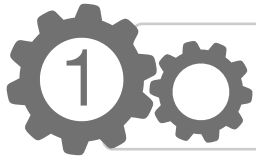


# APPAREL CHECKLIST



## FIGURE OUT WHAT YOU WANT

- OPTION 1:**  
Visit our online apparel catalog here:  
[companycasuals.com/cdstudio/](http://companycasuals.com/cdstudio/)
- OPTION 2:**  
Pick up a printed catalog at the office
- OPTION 3:**  
View our Bestsellers Catalog  
- You can pick one up at the office or we can email it to you  
- Showcasing our top sellers, fewer options
- OPTION 4:**  
Ask us if you can't find what you're looking for in the above catalogs and/or need something custom
- OPTION 5:**  
Come into the studio and look at the samples we have in our showroom



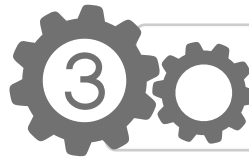
## CUSTOM QUOTE FORM

- Visit our website and fill out our "Custom Quote Form" here:  
[conceptdesignstudios.com/custom-quote-form/](http://conceptdesignstudios.com/custom-quote-form/)

This helps us to get all of the info from you right away instead of going back and forth on the details

Feel free to email us too if you don't want to fill out the form.

We don't take phone orders because the likelihood of errors is much higher.



## ESTIMATE

- Once we receive the information from you on what you're wanting, we will put together an estimate for you.

If you are wanting a ballpark estimate previous to #3, look at page 2 of the Bestsellers Catalog for detailed pricing.



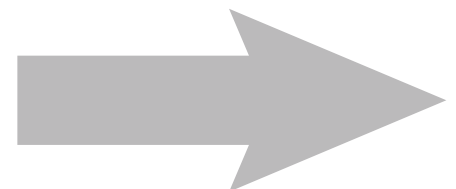
## DOWN-PAYMENT

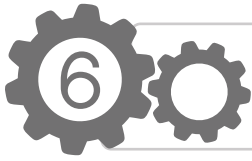
- Once the estimate is approved, we request a down-payment.



## APPAREL ORDERING

- Once the down-payment has been received, we will order the apparel from our warehouse. As those are coming in, we will finalize the design. This way we are saving time so that when the apparel comes in, we should be ready to go with the final design.



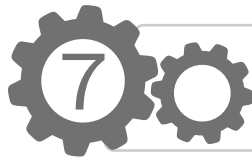


## MOCK-UP/PROOF



Once the down-payment has been received and the apparel has been ordered, we send you a digital mockup/proof of all of the items that you are ordering.

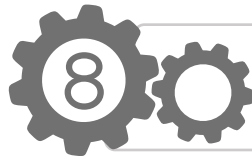
The setup fee includes 2 design iterations, after that there is a \$15 charge for subsequent iterations.



## ORDER TRANSFERS AND/OR DIGITIZING



After the design has been finalized, we will print the transfers or digitize your logo. Transfers take about a week to produce and digitizing takes a couple days.



## PRODUCTION



As soon as all of the apparel, transfers and/or digitizing is in, we will start production. Once we start production, we will let you know if we run into any questions along the way.

\*All jobs are different, so we may have unforeseen issues with a particular logo/design. Most of these are taken care of pre-production but not all can be anticipated. For example, the color combination looks great on the mockup but in reality it doesn't look as good. We will contact you and resolve the issue if need-be.

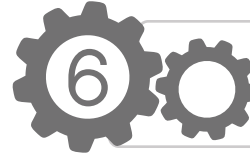
Production usually takes about a week depending on our work flow.



## NOTIFICATION



You will be notified by email when your product has been completed.



## PICKUP & PAY



Yay! Your product is done and you can now grab your amazing custom apparel!

After reveling in its awesomeness, we expect payment on pick-up.

We take all major credit cards, checks or cash. You can also pay online prior to picking you products up if you prefer.