

How to Submit a PO and Artwork

Your Go-To Guide for a Flawless Purchase Order

Use this checklist to ensure fast & smooth order processing. Complete details help us process your order quickly to move into production.

1.



BASIC ORDER DETAILS

Unique PO number
Company name, phone number
Contact person and email address

SHIPPING DETAILS

Ship date to meet your required in hand date
Ship to company name and full address
Debco ships UPS by default and bills for freight
Preferred Courier Shipments: provide account number and billing address
Drop Shipments: please complete Debco drop-ship template



2.

3.



PRODUCT INFORMATION

Item number
Item colour
Quantity

CHARGES & COSTS

Unit Price
Set Up Charges
Running Charges



4.

5.



ARTWORK & INSTRUCTIONS

[CLICK HERE](#) for detailed artwork requirements
Imprint method, imprint location, imprint size
PMS colour(s)
(If exact repeat artwork, please specify the previous PO number (repeat must be less than 2 years old))

YOU ARE ALL SET!

Please send your PO and artwork to debco.po@hpgbrands.com



6.

