

# PRE-ORDER CHECKLIST

All item pricing includes a one color, one location imprint. Please use the following checklist to ensure you include all possible options and costs when placing your order.

- \_\_\_\_\_ Item Name
- \_\_\_\_\_ Item Number
- \_\_\_\_\_ Quantity
- \_\_\_\_\_ Item Color(s)
- \_\_\_\_\_ Unit Cost
- \_\_\_\_\_ Email contact address for acknowledgements
- \_\_\_\_\_ Fax number for important order questions.

**\*All balls are molded to order and will overrun.**

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| • _____ Rush Service                                     | • _____ Less Than Minimum                 |
| • _____ Set Up Charge(s)                                 | • _____ Paper Proof(s)                    |
| • _____ Screen Wash                                      | • _____ Art & Typesetting                 |
| • _____ Additional color imprint running charge(s)       | • _____ Pre-Production Sample Proof(s)    |
| • _____ Additional location imprint running charge(s)    | • _____ Speculative Sample                |
| • _____ Full Bleed running charge                        | • _____ Release Charge                    |
| • _____ Four Color Process running charge                | • _____ Special Packaging                 |
| • _____ PMS Match(s) on balls                            | • _____ Split/Drop Shipments              |
| • _____ PMS Match(s) on imprint                          | • _____ UPC Labels                        |
| • _____ Solid Color ball (applies to selected footballs) | • _____ Distributor Requested Overrun     |
| • _____ Color Changing ball                              | • _____ Warehouse Pick-Up (Texas)         |
| • _____ Glow In The Dark ball                            | • _____ Cancellation Fee                  |
| • _____ Metallic Color ball or imprint                   | *Items not listed here may incur charges. |
| • _____ Plastic Backboard                                |   |