



# ***Order Process***

**1.**

***Email po to  
salesmanager@kandbpromotions.com***

***\*\*\*Please note on po if the order needs to be picked up.  
From distributor  
(tsf sportswear, sanmar, or s&s activewear)\*\*\****



**2.**

***Order Entry***

***\*We will email order confirmation\****



**3.**

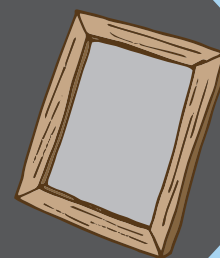
***Layout emailed if needed.***

***\*please note on po\****



**4.**

***Burn Screens***



**5.**

***Inventory Check-In***

***\*If there are any discrepancies, we will  
notify you\****





## **Stage Order**

***\*Gather all material to print order\****

**6.**



## **Test Print & Production**

***Test Print approved on each order by press operation and staff member before production starts.***

**7.**



## **Production Complete**

***\*Shirts are boxed and labeled with sizes\****

**8.**



## **Shipping**

***\*Order is shipped using your provided UPS number\****

**9.**



## **Invoice**

***Email invoice with tracking numbers included***

**10.**