


Single Invoice Model “How To” Guide

- I. Need a quote? Send to screenquotes@alphabroder.com
- II. Send in your PO!
 - A. send to decorationservices@alphabroder.com OR to your dedicated deco mailbox
 - B. include all the important stuff 
- III. When you receive your order approval email, do the following:
 - A. Click on the link provided, and review the details of your order, ensuring all details are accurate.
 - B. If approved, please accept by clicking on the acknowledgments in the blue section, type the approvers name in the box and select APPROVE order.
 - C. IF NOT APPROVED, please go to the red section of the form Enter your name and provide details for correction in the comment box, then select NOT APPROVED.
 - D. IF changes are required please allow 24 hours for a new proof;
 - E. If approved, your order will ship within 7 business days for less than 576 pieces OR within the time period previously quoted for larger quantities
- IV. If you have ANY QUESTIONS at any time, please contact either your dedicated decoration coordinator OR decorationservices@alphabroder.com / 1-800-452-2549

- Account #
- Ship to address
- In-hands date
- Email address to which we send the approval
- Style # (s)
- Garment colour
- Quantity/size breakdown
- Decoration type (EMB, HS, Screen Print)
- Deco locations
- Artwork/logo(s)
- Deco colours by location
- PMS #s (if any)
- Special packaging instructions (if any)

- Turn Times:**
- Quotes – 2-4 hours
 - Order Approval – 24 hours from order entry
 - Finished Product – will ship within 7 business days for quantities of 576 or less (larger orders will ship within previously quoted lead time)
- Minimums:**
- 48 pcs.