

## Ruthie: Your Primary Contact

To submit your PO to Northwest Custom Apparel, send it to Ruthie Nhoung, the production manager, at her email or contact her via phone. Note that Ruthie may be away from her desk. For immediate assistance, leave a message with customer service or use the main text line, ensuring to include your name and company for identification.

- Email: Send your PO directly to Ruthie Nhoung at ruth@nwcustomapparel.com.
- Phone: Reach Ruthie at 253-922-5793, ext. 119. If she's unavailable, you can leave a message with customer service.
- Text: Use the main line, 253-922-5793, to send a text. Remember to include your name and company for identification.


## Shipping Address

For shipping blank garments to Northwest Custom Apparel, please use the following address to ensure your items are received promptly and accurately for processing:

- Ship To
- Northwest Custom Apparel
- 2025 Freeman Road East
- Milton, WA 98354


## Graphic Artwork

For graphic artwork needs, contact Steve Deland at Northwest Custom Apparel. With over 40 years of experience, Steve offers expert design services at $\$ 75.00$ per hour. Reach him at:

- Phone: 253-922-5793, ext. 103
- Email: art@nwcustomapparel.com


Steve

- District Perfect Weight Fleece Hoodie DTIIOI: Soft, excellent print and shirt quality
- Port \& Company Bouncer Tee PC60O: Smooth, decent weight, excellent print and shirt quality
- District Very Important Tee DT6000: Light but holds print well, excellent print quality, good
shirt quality
- Port \& Company Fan Favorite Tee PC450: Soft texture, excellent print and shirt quality
- Port \& Company - Ring Spun Cotton Tee PC150: Requires more fixation, excellent print and shirt quality
- BELLA+CANVAS Unisex Jersey Short Sleeve Tee BC3001: Soft, $100 \%$ cotton, excellent print and shirt quality
- Port \& Company - Core Cotton Tee PC54: , lighter weight, excellent print quality, fair shirt quality
- Port \& Company Fan Favorite Fleece Pullover Hooded Sweatshirt PC85OH: $80 \%$ cotton, soft inside, excellent print and shirt quality

100\% Cotton Fabric


For best DTG results, use $100 \%$ cotton tees. Check with us for other materials, as blends could impact quality. For non-listed garments, a $\$ \mathbf{5 0 . 0 0}$ test fee applies to ensure accurate printer settings.

Below Minimum Order

- Order Minimums: Our pricing is based on meeting minimum quantity thresholds.
- Below Minimum Fee: Orders not meeting the minimum are subject to a $\$ 50.00$ charge, plus a $25 \%$ upcharge on the print cost.


## Payment Policy

- Accepted Methods: We accept net terms with an approved credit application, checks, and cash as standard payment methods.
- Credit Card Payments: Visa or Mastercard


## Art Prep Service $\$ 50$

Art Prep Requirement: All new designs must undergo our Art Prep process to ensure optimal DTC print quality. Please provide your artwork in JPEG, PNG, TIFF, AI, or CDR format. Vector files (AI or CDR) are ideal for the best results. A $\$ 50$ fee applies for this essential service.

Standard Production Time 囲:

- Standard Turnaround: We request 12-14 working days post approvals for standard orders, with a minimum of 3 days processing time after receiving the product
- Approvals Needed: Order Approval and Design Approval are required
- Garment Receipt: Garments must be received at least 3 working days before production starts.


## Rush Charges EASTE

A25\% rush charge is applied if the order requires faster is applicable when orders are needed with. This charge mefrable when orders are needed within a 4 days, considering all necessary approvals and garment receipt are in place

