

COMPANY NAME

151 Somewhere St, 2nd Fl
New York, Ny 10013
T: 212.941.xxxx F: 212.941.xxxx

Thank you for your inquiry—we are excited to be working with you!

Before we get started, we will need information so that we can set you up as a Preferred Client in our system. Separately, we ask that you provide details regarding this project.

Please provide responses to the following:

Client Information

- Company name
- Address
- Main telephone#
- Primary contact person (name & phone#)
- Accounts Payable contact (name & phone#)
- Resale#

Note that we can work only with clients who are tax exempt when purchasing goods and services in New York State—we have provided a resale certificate for you to fill out as well.

Project Information

- Will you be supplying fabric bases, or will you be purchasing from Company Name?
- If purchasing from Company Name, what are your fiber requirements?
 - Acrylics are dyed with basic dyes
 - Nylon and protein fibers such as wool and silk are dyed with acid dyes
 - Cotton takes a range of dye types, including vat dyes, modern synthetic reactives, and direct dyes
- Are you looking for digital printing or silkscreen printing?
- If this will be digital, do you want dyes or pigments?
 - Dyes maintain the fabric's luster, as it "fuses" with the fabric
 - Pigment is more economical but the color will be less precise

How will you be providing the source artwork? (File type)

How many total designs are we printing?

For each design, what is the number of colors, and of colorways to be printed?

How many yards are needed for a strikeoff (sample for pre-approval)?

What is the total yardage to be printed for production?

What are the deadlines for the strike-offs and production?

What is the colorfastness rating?

Are there any other requirements for production?

Once we review your responses, we can furnish you with a quote. We always encourage our clients to provide low resolution jpgs of your images as well, in order that we can best advise you on process, fabric ,etc.

We look forward to hearing from you.