Need it Fast? We’ve got SureShip® for qualified orders. Submit your order by midnight EST and it’ll ship the next business day for a small fee.

Just follow these easy steps:

**Step 1:**
Verify that your vector artwork qualifies:
- Color Imprint
- Embroidery (exact repeat orders with 1 location only. Up to 7,500 stitches)
- PhotoGrafixx Level 1, Level 3, and Level 5 (full color, 1 location only)
- Laser Engraving (1 location only)
- Deboss (1 location only)

**Step 2:**
Send your complete order* with the PO number in the subject line to SureShipOrders@leedsworld.com.
Your attached PO must include:
- PO number
- Item number
- Quantity needed
- Decorating method
- Valid imprint location from our website
- Valid shipping address (P.O. boxes will not be accepted)
- Contact name & phone number for delivery (including an after-hours phone number and email address)
- Ship method
- Time the order must arrive
- Third-party shipping account number (if applicable)
- REORDER? Include previous PO number, order number or invoice number (artwork must be resubmitted for orders greater than 18 months old)

**Step 3:**
Send your artwork with PO number in the subject line to SureShipArt@leedsworld.com.
- Camera-ready or vector art file sent to size.

Orders not eligible for SureShip® include:
- Orders over 4th column max quantity
- Paperproofs, pre-production samples and self-promotions
- Name personalizations
- Umbrellas with more than 2 panels of decoration
- Non-standard, gusset and handle decorations
- Type setting and art modifications
- PhotoGrafixx Level 2, Mixed Media, Full Color for JournalBooks, New Art Embroidery, and Sublimation on Ribbons
- Some multi-color decorating has limitations for art over 3 colors. Contact customer service for specifics if needed.
- Over 10 drop ships
- Spec samples
- Customer inserts or special handling
- Select items are not available for SureShip®. Check item eligibility.

* A complete order is defined as having all necessary information, approved artwork and approved credit.