



For projects with demanding deadlines we offer our SureShip® one-day turn program. Submit your order by 5:00 pm EST and your product will ship the next day.

Just follow these easy steps:

Step 1:

Verify that your vector artwork qualifies:

- ☐ Deboss – new art or reorders (1 location only)
- ☐ Embroidery – new or exact repeat orders (maximum 7,500 stitches, 1 location only)
 - If digitizing services are required, please send in high resolution EPS file format converted to outlines.
- ☐ Laser – new or exact repeat orders (1 location only)
- ☐ Infusion – new or exact repeat orders (1 location only)
- ☐ Transfer – new or exact repeat orders (1 location only)

Step 2:

Send your complete order* with the PO number in the subject line and artwork to SureShipOrders@leedsworld.com. Your attached PO must include:

- ☐ PO number
- ☐ Item number
- ☐ Quantity needed (Beginning of 2nd column quantity maximum)
- ☐ Decorating method (if embroidery, provide PMS and thread color to match artwork)
- ☐ Valid imprint location from our website
- ☐ Artwork provided to size required
- ☐ 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)
- ☐ Pickup orders will be available the next day (after SureShip® date)
- ☐ REORDER? Include previous PO number, order number or invoice number (artwork must be resubmitted for orders greater than 18 months old)

Orders not eligible for SureShip® include:

- Orders over beginning of 2nd column quantity
- Paperproofs, pre-production samples and self-promotions
- Name personalizations
- Multiple locations and non-standard locations
- Type setting and art modifications
- Mixed Media, Embroidery over 7,500 Stitches, Apparel 3D Embroidery, and HXD orders
- Some multi-color decorating has limitations for art over 5 colors. Contact customer service for specifics if needed.
- Over 10 drop ships
- Over 5 spec samples
- Customer inserts or special handling

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

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