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)

**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 (200 pieces 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 200 pieces
- 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.