

UI

GLOBAL

Open template
Create the .TRIM prototype
Set the nationality
Save as PDF

CUSTOMER

name
email
company
vip

ORDER

JDE number
PO number
Web prefix
Web number
In-hands date
Ship date
Rush
Number of items
instructions - customer
instructions - production
instructions - customer service

ITEM

Description
Original art name
Repeat order number

STANDARD

template
Body color

ASSORTED

template

ASSORTED DOUBLE SIDED

template

SLEEVE

template

INKS

SIDE A

Screen A1
Screen A2
Screen A3
Screen A4

SIDE C

Screen C1
Screen C2
Screen C3
Screen C4

Bic Logo Lighter

Rep name

Rep Email

Company ☐ VIP

Designer
 ☐ Default Artist

☒ US ☐ Canadian

JDE Number PO Number Web Number

In-hands Date Ship Date ☐ Rush order Number of Items

Instructions - Customer

Instructions - Customer Service

Instructions - Production

Body Color
 ☐ Assortment - 2 Sided

Description

Original Art

inkColors_A
Screen A1 Screen A2 Screen A3 Screen A4

inkColors_C
Screen C1 Screen C2 Screen C3 Screen C4

OK Cancel

EVALUATION SEQUENCE

1. **DECISION** - Select the required template.
2. **DECISION** - USA or Canada. Delete the unneeded layer in Illustrator.

STANDARD

1. Fill in customer info:

Rep name
Rep email
Company name
VIP?

2. Fill in order info:

JDE number
PO number
Web prefix
Web number
In-hands date
Ship date
Rush order?
Number of items
Instructions - Customer
Instructions - Production
Instructions - Customer Service

3. Fill in item info:

Description
Original art name
Repeat order?

4. Ink color:

ASSORTED

1. Fill in customer info:

Rep name
Rep email
Company name
VIP?

2. Fill in order info:

JDE number
PO number
Web prefix
Web number
In-hands date
Ship date
Rush order?
Number of items
Instructions - Customer
Instructions - Production
Instructions - Customer Service

3. Fill in item info:

Description
Original art name
Repeat order?

ASSORTED, 2-SIDED

1. Fill in customer info:

Rep name
Rep email
Company name
VIP?

2. Fill in order info:

JDE number
PO number
Web prefix
Web number
In-hands date
Ship date
Rush order?
Number of items
Instructions - Customer
Instructions - Production
Instructions - Customer Service

3. Fill in item info:

Description
Original art name
Repeat order?

SLEEVE

1. Fill in customer info:

Rep name
Rep email
Company name
VIP?

2. Fill in order info:

JDE number
PO number
Web prefix
Web number
In-hands date
Ship date
Rush order?
Number of items
Instructions - Customer
Instructions - Production
Instructions - Customer Service

3. Fill in item info:

Description
Original art name
Repeat order?