

Q. What information should I include with my order?

A. Please include the following information when sending email:

- Your name and contact information
 - Company name (if applicable), address and phone number(s)
 - Note whether request is for a quote or an order
 - Identify material requested
 - Size, quantity, and color preferences (names & number codes, if applicable)
 - Requested due date
 - Method of pickup or shipment (and shipping address, if possible)
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