



TEN SECOND TIP SHEET

1. Who is going to receive this promotional item? Customers Guests Staff Students
2. When is it needed for? Date _____
3. How many do you need? Quantity _____
4. What logo or message do you want to include? Send us a digital file _____

5. Do you have a colour or theme? Pantone colour(s) _____
6. Sample-Seen something you like? Send us a sample or photo.
7. What size do you need? _____
8. Do you have a price per item or specific budget? \$/unit: _____ budget \$: _____
9. Where do you need delivery? Address, Contact _____
10. Who is responsible for ordering? Company _____
Contact Name _____ Phone _____ Email _____