

# Heritage

SCREEN PRINTING, INC.

How to enter an order on [hsp1.com/jobs](https://hsp1.com/jobs).

## NEW order or RE-ORDER?

1. "Same art as last time but change the year from 2018 to 2019."
2. "Same front art as last year, but new back artwork this time."
3. "These were on white tees with royal blue ink last time. This time, the shirts are black and the ink color is lemon yellow."

In these cases, it is no longer considered a reorder, as new art is introduced or an underbase must be created (example 3).

**NEW**

Reorders, for the most part, should be an exact duplicate of the job you are reordering from. However, there are times where there is a minor change that does not affect the artwork or screens in any way. These minor changes include:

1. Using the EXACT same ink color(s) but changing shirt color.
2. An ink color change that would not affect the existing screens (Example: such as from white to black or vice versa).
3. Using the EXACT same ink color(s) but changing the type of goods (Example: previous order was on t-shirts, but this order is on hoodies).

**RE-ORDER**



# Job Details

Company

Heritage Screen Printing, Inc. ▼

PO Number / Job Name \* ?

MagnaTech SP/DTG

Terms

Net 30

Goods At Heritage?

Yes  No

Request Pre-Production Sample

Yes  No

Is Reorder? ?

Yes  No

Is Rush Order?


Rush orders are not guaranteed. You must first contact your customer service rep. (via email or phone) to determine availability.

Yes  No

Completion Date \* ?


This date is subject to change. Turn around time is currently 5 full business days from the time of artwork approval and all goods arriving.

02/13/2020



Make sure the PO from your supply house (where your goods are coming from) matches this field.

Choose the correct information along the left column. If you need a pre-pro, if your order is a rush, etc.




The Completion Date is always defaulted to our current turn around time. Standard Turn around always begins upon approval of artwork, so this is subject to change.

### Sold To

Phone

215-672-2382

Email \* 

Shill@hsp1.com

Additional Emails

coworker@hsp1.com

### Ship To

Shipping Method \*

UPS

UPS Shipping Priority

Ground

Shipping Account Number

If you have an account with a 3rd party shipper and would like to use it, please enter your account number.

X517UPS234

Company Name

Heritage Screen Printing, Inc.

Contact

Attn: Stacey Hill

Address

331 York Road

Street Address

Address Line 2

Warminster

PA

City

State

18974

United States

ZIP / Postal Code

Country



Enter YOUR contact information here. Notifications will go to the e-mail addresses you have listed. This includes details about approving your proof.



Choose your shipping/delivery/pick-up method here. If you are shipping, additional options will populate based on your service. You will also be able to submit your own shipping account number. (see below)

Shipping Method \*

UPS

UPS Shipping Priority

Ground

Shipping Account Number

If you have an account with a 3rd party shipper and would like to use it, please enter your account number.

## Decorating Specs

### Type of Job \*

- Screen Printing
- Personalization
- Artwork Creation
- Embroidery
- Digital Printing
- Fulfillment
- Direct to Garment
- Signs and Banners

### Order Items \*

Qty	Color	Type of Goods	Brand/Style #	Unit Cost	Total	
35	Black	Hoodies	F170			+ -
35	Navy	Crew Sweat	F260			+ -

### Total Quantity

70

## Screen Print Customization

### Imprint Areas \*

Check the areas you wish to add colors

- Full front
- Full back
- Left chest
- Right chest
- Left leg
- Right leg
- Left sleeve
- Right sleeve
- On Pocket
- Above Pocket
- Left Sleeve (Vertical)
- Right Sleeve (Vertical)
- Left Leg (Vertical)
- Right Leg (Vertical)
- Locker Patch
- Tag Relabel
- Other

### Left Chest Colors ?

2

### Color 1 \*

White

### Color 2 \*

182C

For the sake of this tutorial, we are entering hoodies and crewneck sweatshirts that will receive a 2-color left chest Screen Print, full back DTG, and left sleeve embroidery.

Choose your decoration method.

A change of art, size, method, or possibly location will require a separate order even if they are for the same client or under the same PO.

Choose your print location & number of colors. Then click in the fields for each color

White	Russell Gray	Battleship Grey	Charcoal Gray	Black	Maize	Lemon Yellow	Athletic Gold	Mango	Cantaloupe
Premium Orange	Dolphin Orange	Clockwork Orange	Burnt Orange	Soft Red	Scarlet Red	Drake Red	Dallas Scarlet	Russell Cardinal	Wildberry
Burgundy	Maroon	Blush	Tootie Fruti Pink	Awareness Pink	Rhodamine Red	Lavender	Vineyard P		
Island Blue	Sky Blue	Bright Blue	Turquoise	Columbia Blue	Deep Aqua	Royal Blue	Reflex B		
Electric Green	Army Green	Meadow Green	Blacklight Green	Spring Green	Dallas Green	Kelly Green	Hunter Green	Forest Green	Cream #1
Cream #5	Sand	Rebel Flesh	Vegas Gold	Old Gold	Alpha Amber	Army Tan	Light Olive	Suede	Spice Brown
Koala Brown	Fluorescent Yellow	Fluorescent Orange	Fluorescent Red	Fluorescent Pink	Fluorescent Purple	Fluorescent Blue	Fluorescent Green	Platinum	Silver Shimmer
Metallic Gold	Gold Shimmer	Yellow Sparkle (topping)	Red Glitter (topping)	Glow in the Dark (topping)					

Choose your imprint colors from the color picker. Pantone matches will be entered below.

Enter Coated Pantone Code Here.



Disclaimer: The colors presented on this chart are representations. Actual color of Inks, Threads, or vinyl may vary slightly from what is shown here. Color perception is affected by degree of gloss, texture, and lighting conditions. For best results, always request a product sample, or use the corresponding Pantone color codes.

Other Color

## Sold To

### Phone

215-672-2382

### Email \*

### Additional Emails

## Ship To

### Shipping Method \*

Co

H

Co

### Address

331 York Road

Street Address

Address Line 2

Warminster

City

## Embroidery Customization

### Embroidery Options

3-D Puff

### Embroidery Areas \*

Check the areas you wish to add colors

Full Front

Full Back

Left Chest

Left Leg

Right Leg

Cap Front

Cap Side

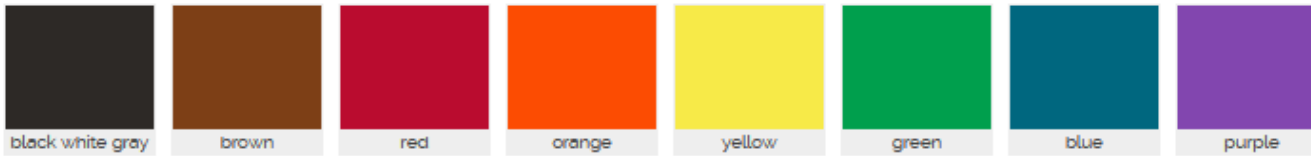
Bags

Left Sleeve

Other

### Left Sleeve Colors

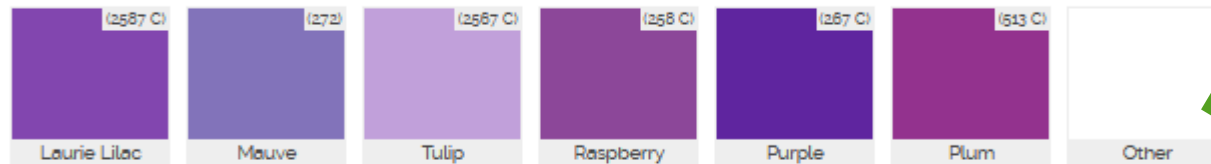
### Color 1 \*



**Disclaimer:** The colors presented on this chart are representations. Actual color of Inks, Threads, or vinyl may vary slightly from the chart. Color perception is affected by degree of gloss, texture, and lighting conditions. For best results, always request a product sample, or use the corresponding Pantone color codes.

When you click on the colors for embroidery, you will have to choose the color family to get to the individual thread colors.

## Direct to Garment Options



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If you are unsure of the shade you need because the thread needs to match the garment color, you can choose "other". This will open a new dialogue box in the main screen, where you can put the "other" color instructions.



## Direct to Garment Options

### Garment Location \*

Check the garment location(s) for the job

- Full Front       Full back       Left Chest  
 Right Chest       Other

For Direct to Garment, there are no color choices as your art dictates the color. You do need to choose the location. It is also a good idea to indicate the size you want the art. Size will be entered manually in the special instructions.

## Instructions

### Special Instructions

Please include size breakdowns

F170- 38/S 80/L 40/XL 20/2XL = 178 TOTAL  
F260-25/S 40/M 30/L 15/XL = 110 TOTAL

On Red Hoodies - White and Black Print  
On Black hoodies - White and Red Print

DTG Imprint Size 12" x 16"  
IN HANDS: 2-12-2020

- Size Breakdowns **MUST** be included in the Special Instructions.
- If you have tracking for your goods, you can include here
- If you have multiple garment colors, you can clarify ink colors here.
- With DTG, you will want to indicate imprint size.
- If you have a firm "In Hands" that absolutely can **NOT** be missed, please also include that information.

Upload any art files here. You can drag and drop into this area or you can click "select files" and locate your files using your browser.

**Art Files**  
Please attach any art files that need to be used

**Art Files** ⓘ

Drop files here or

**Personalization Spreadsheet**

Drop files here or

Note: Once you hit submit you will only be able to make changes in the note section and add or remove art.

If your order includes either vinyl or embroidery personalization, the spreadsheet can be uploaded here. Excel files are strongly recommended for personalization.

Go back and review your order to ensure all details are correct. If you are satisfied, click "submit".

Congratulations! You have successfully added an order to the Heritage Screen Printing Website!

