

4 STEPS TO EASY ORDERING

STEP 1. WHAT DO YOU WANT? What are you looking for and for what use(s), occasion(s)? What is/are the item color(s), imprint color(s), imprint method and location(s) for each item you wish to order? Well-Worthy.com [E-Catalogs](#) feature a large, but not exhaustive display of many common and specialty products we offer. Search Well Worthy's OR request an E-Presentation which is a customized digital catalog based on the product specifications you provide. We carry hundreds of thousands of products. So, **we chase dreams but not generic quote requests** 😊. Larger conglomerates (that probably don't share your values), have the capital to give you somethings we can't—namely free time doing lots of product research and free marketing advice. Well Worthy offers some things they don't: a large selection of more sustainably sourced product options and the opportunity to live your values from print to practice. This requires not only a change in products but a change in purchasing processes. Let's work together.

- ❖ **What about your artwork?** As soon as possible, email a (.jpeg, .pdf, .png) file of your artwork (what you wish to have imprinted on your items) so we can assess imprinting specifications.
- ❖ **When do you need your order in your hands?** This is different from the date of first use.
- ❖ **How much of it (quantity) do you need?** We offer volume discounts, i.e., higher quantity usually equals lower pricing. Remember to account for all end-users of your purchase.

STEP 2. WHAT CAN YOU GET? Complete our online [Quote Request](#). For example, you can request items matching a certain price range, color, size, imprint method and more. **If requesting an item from our E-Catalog or E-Presentation, you must include item name or item # AND the page number**, (found at the bottom center of each page).

STEP 3. HOW DO YOU ORDER? Once you've finalized your product selection, **to place your order:**

- 1) email service@well-worthy.com or submit your [order online](#). Upon receiving your order request, we will email you an invoice that include costs along with estimated shipping and handling.
- 2) Submit payment using our online payment link. We also accept payment by phone and mail.
- 3) If needed, email your final artwork to service@well-worthy.com. Click [here](#) for art submission instructions. You will receive a preproduction proof via email. This is the layout of your artwork as it will be imprinted. **Production will begin, after we receive your proof approval as required or requested.**

STEP 4. HOW DO YOU RECEIVE IT? **Upon delivery**, you are responsible for checking your order against the invoice. While we have a track record of success, errors can happen, so the sooner you notify us, the sooner we can respond. Someone must be present to sign for your delivery during UPS or FedEx delivery hours: Monday – Friday, generally 9:00 a.m. - 6:00 p.m. for businesses located in commercial (nonresidential) locations. Upon request, at time of order, alternate delivery hours can be after 10:00 a.m. and/or before 4 p.m.

We value our relationship with you and would appreciate your feedback.