

## Q. What information should I include with my order?

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**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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