

Webstore Checklist

- **Meet with an Alley Cat Sales Rep to determine apparel choices, colors, sizes, design, etc.**
- **Determine final sale prices for each item.**
- **Set open and close dates.**
- **Send concept (including due dates and delivery instructions) to webstore designer.**
- **Approve all art and webstore proofs sent to you.**
- **Email and promote webstore link to team, organization, etc.**
- **Send a reminder email a few days before the close date.**
- **Settle final invoice with Sales Rep.**
- **Enjoy your apparel!**

Questions?

**Contact your Sales Rep or call
937-291-8803
shop@alleycatworldwide.com**

