

Instruction Sheet for Team Ordering

Step 1 – Hand out order forms. Give a firm deadline for when forms should be returned to you (allow time for your tabulations prior to turning them in to your Customer Service Representative).

Step 2 – Tally all order forms and fill out Master Sheet (attached) as this will be turned into your Customer Service Representative.

Step 3 – Create a typed list of Personalization (please type in all uppercase letters as the name should appear). Include style, color, size, and personalization. Please note that names will appear exactly as they are submitted to your Customer Service Representative. We cannot be held responsible for spelling errors submitted to us.

Step 4 – Compile all forms of payment into one payment to be turned into your Customer Service Representative.

Step 5 – Turn Master Sheet and Payment in to your Customer Service Representative.

Step 6 – Allow 10 to 15 business days for your order to be printed.

Step 7 – Pick up items.

Step 8 - Distribute. Separate **all** items into individual orders prior to distribution. There will inevitably be something “missing.” Recheck orders to find misplaced items.

Reorders:

For multicolor designs – 24 piece minimum per design

For single color designs – 12 piece minimum per design

Ask us for help at any point... we want to make sure your orders are correct!

Adult Size Order Form

ITEM	COLOR	Adult Sizes						Total Qty	Price	Up Charge 2XL / 3XL	Total
		S	M	L	XL	2XL	3XL				
ADULT ITEM TOTAL:										\$	

Player Name: _____

Contact Name: _____

Contact Number: _____

ADULT ITEM TOTAL (page 1):	\$
YOUTH ITEM TOTAL (page 2):	\$
PERSONALIZATION TOTAL (page 3):	\$
TOTAL AMOUNT DUE:	\$

Youth Size Order Form

ITEM	COLOR	Youth Sizes						Total Qty	Price	Total
		S	M	L	L	L	L			
YOUTH ITEM TOTAL:									\$	