



## Placing Your Order

Add sales tax when ordering from Texas and cannot provide a tax exempt form. Exempt forms must be turned in when order is placed to be exempt.

Allow two weeks for delivery on most apparel orders and other product delivery times may vary.

To bill the school, accounts payable information must be filled out completely and turned in with approved purchase order.



**1**  
CHOOSE A SHIRT  
COLOR OR STYLE



**2**  
CHOOSE  
A DESIGN



**3**  
CHOOSE A  
LOCATION



**4**  
INK COLORS



**5**  
PERSONALIZE

### Contact Information

### Accounts Payable

### Shipping Address

Fill Out Completely

Person or Department Responsible for the Bill

Name of person ordering: \_\_\_\_\_

School phone (Day): \_\_\_\_\_

Home phone or cell phone: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Bill To: \_\_\_\_\_

Attention: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Ship To: \_\_\_\_\_

Attention: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

### Design Selection:

Shirt Style	Color	Design Design #	Print Area					S	M	L	XL	XXL	XXXL	Qty.	Price	Subtotal
			Full Chest	Pocket	Full Back	Tag Back	Sleeve									

### Special Instructions:

List your ink colors, location and any other special request

\_\_\_\_\_

\_\_\_\_\_

### Credit Card

 Fill in space below and fax. Please call to confirm.

Name as appears on card: \_\_\_\_\_

Visa

Billing Address for card: \_\_\_\_\_

Master Card

Acct #: \_\_\_\_\_

Exp. Date: \_\_\_\_\_ 3 digit code on back: \_\_\_\_\_

Signature: \_\_\_\_\_

Total	
Art Charge <small>(if applicable)</small>	
Subtotal	
Tax <small>(if applicable)</small>	
Shipping	
Total Order	