

T-Formation Order Form

CUSTOMER _____ **ORDERED BY:** _____

REQUESTED SHIP DATE: _____ **DATE NEEDED IN-HANDS:** _____

TOTAL QUANTITY: _____

ITEM OR DESCRIPTION:

5180 (Hanes Beefy-T) 5280 (Hanes Heavyweight) 5170 (50/50) G200

OTHER: _____

SHIRT COLOR: _____

ADULT SIZES:

___SM ___M ___L ___XL ___2XL
___3XL ___4XL OTHER _____

YOUTH SIZES:

___XS ___SM ___M ___L ___XL

ART SUBMITTED? YES NO
METHOD OF SUBMISSION Email CD FedEx Other _____

NEW ART – FORMAT: _____

REPEAT ART - TITLE OF ART or DESIGN NUMBER or PREVIOUS PO NUMBER TO

REFERENCE FOR ART: _____

WAS JOB QUOTED BASED ON THIS ART? YES NO

PRINT LOCATION OF ART:

Full Front Left Chest L Sleeve R Sleeve
Full Back Locker Patch OTHER: _____

NUMBER OF COLORS/PMS COLORS

FRONT: _____

NUMBER OF COLORS/PMS COLORS

BACK: _____

IS THERE A SHIRT SAMPLE TO MATCH? YES NO

PRE-PRODUCTION SAMPLE ORDERED? YES NO SAMPLE DUE DATE _____

SHIP TO: _____

SHIP METHOD:

UPS OVERNITE – TIME _____ 2-DAY GROUND

FED EX OVERNITE – TIME _____ 2-DAY GROUND

TRUCK **OTHER** _____ 3RD PARTY

SPECIAL INSTRUCTIONS: _____

10 QUICK GUIDELINES FOR YOUR T-FORMATION ORDER

Prior to placing your order, please refer to the checklist below to be certain T-Formation has all of the information necessary to process your order accurately and in a timely manner.

1. Give a description of the garment or an item number (Long sleeve, short sleeve, baby doll, jacket, 100% cotton, 50/50, etc.)
2. Quantity and sizes of garment (Total quantity and quantity of each size)
3. Color of garment (Make sure the color/size is available in the style you are requesting.)
4. Type of art file (Illustrator Vector Art is preferred), and submission.
5. Email address to email art approval or fax number to fax approval
6. Location and size of art
7. Name of art, design name, design number or previous purchase order number
8. Number of colors and the PMS numbers for the colors of art
9. Indicate ship method and shipping address
10. Indicate "in-hands" date and if it is critical timing for a specific event.

PLEASE NOTE:

- We require a 10-14 business day minimum lead time on all orders. Orders requiring less than the required lead time are subject to a RUSH fee.
- Proof approvals must be signed and returned to T-Formation by the given due date to prevent any delays in printing in your order.