

BOX 4. In the event that your group is offering more than one color, or more than one style (ex. sweatshirts and T-Shirts), or personalization (ex. embroidered names), have members include the appropriate information in box 4. If your group is not offering multiple options, they need not use this box. When offering multiple styles or colors, we might recommend that you keep choices to a minimum. Offering multiple choices can result in nightmares for the person who tries to organize the order (you), and can result in delays or surcharges in your order. Multiple style or color offerings also create confusion on the members part, some people can not make a decision on these offerings, and do not order. Offering just a single color and style might seem boring, but most groups prefer it because it lends unity.

Getting it all together

Once your members have all turned in their individual forms, you will want to copy the individual information onto the Organizing Master List. Sort the individual forms according to any options first. It is important that you group items on the master list by style and color, and as you transfer information to the master list, keep the entries in each group sorted by size, transferring the smallest sizes first, and working your way up to largest sizes. ***This is a very important step in avoiding errors when you place your order.*** If you run out of space on your master list, feel free to ask us for more, or photocopy a blank one.

The master organizing list has spaces on it for all pertinent information from the individual forms. Each line corresponds to an individual garment ordered, so if one member orders three shirts, use three different lines for that persons' order. The master form is divided into three areas.

The first area is for the individuals name, and size of the garment ordered.

The second area is for special information, if applicable. This section has spaces for the garment color, style, or any personalization on the garment. These boxes correspond to box 4 on the individual form.

The last section, is exclusively for your use. It can be quite handy for you to keep track of the amount you collected from each person, and the balance due from them.

Group Organizer: Come on Down!

Once you have your master lists completed, come back to see us. Be sure to bring your master lists, a copy of your quotation (if any), and the deposit for your order (normally 50% of the total). We will help you use your master lists to fill in your order form. Please double check our work at this time, because we will complete your order based on the information on the order form that is filled out at this time, not the master list you compiled. We will ask you to verify that we have accurately filled out the order form, sign the order and place your deposit.

The final step

Sit back and relax. You've done a great job organizing your group's order, and before you know it, we will be calling to tell you that your order is done!