

My Company Group Order Instructions

We at (My Company) would like to take this opportunity to thank you for choosing our company to fill your order for screen printed or embroidered garments. We will do everything we can to make certain that your order is professionally produced, at reasonable rates, and without unnecessary work on your part. That is why we have created this group order package.

By following the instructions provided, and having the individuals in your group each fill out their individual forms, you will have all the information you need to easily place your group's order, and have a complete record of what each person ordered.

How do I start?

Distribute the small individual forms to each prospective person who might want to order with you. If you run out of these small forms, we will be happy to supply you with more, or you may photocopy them. Have each person fill their form out completely. Each form has spaces for the following information:

BOX 1. Name and Address: Individuals should not just write in their names. We recommend that you instruct your group to fill in their address and phone number as well, in case you should have questions later, or need to find the person to deliver.

BOX 2. This box gives your members vital order information. You will want to fill this box in before you hand the slips out. The first line tells your membership who to make checks payable to. We would appreciate it if you had your members make checks payable to your organization, and then have your organization write one check to (My Company)

The second line tells your members when they must have their information and payment in to you by. Please write or stamp the date on the second line.

In addition to the information supplied to your membership on this line, you will need to inform your group as to what your garments will look like, how much you will charge for them, what choices they have in the garment (if any), and how much of the money you want as a deposit. - A word about deposits - we wholeheartedly recommend that you collect all monies from your members in advance, to prevent your organization from being stuck with unclaimed garments. This advice has been passed on to us from many of our customers who have placed group orders with us in the past.

Many groups will create and print a flyer for potential purchasers which outlines what the shirts will look like, costs involved, etc. If you decide to do this, please feel free to:

1. Use our individual Garment Order Form in your flyer.

2. Ask us for help in creating your flyer.

BOX 3. This is the order section of the individual form. Have your members indicate:

A. the total number of garments the individual wishes to order.

B. The cost each of the garments.

C. The quantity desired of each size (be sure to inform your members as to which sizes are available in the style(s) you have chosen).

D. The total dollar amount you've collected from the member.

The diagram shows the layout of the 'My Company Garment Order Form' with labels for different sections:

- Box 1: Name and Address** points to the top section containing fields for NAME, ADDRESS, CITY, STATE, ZIP, and PHONE.
- Box 2: Vital Information Section** points to the section for 'Make Checks Payable to:' and 'Due Date:'.
- Box 3: Selections:** points to the section for 'I Wish to Order' and 'Garments at \$'.
- Box 4: Options:** points to the section for 'Color:' and 'Style:'.

The form itself contains the following text and fields:

My Company Garment Order Form

NAME _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

PHONE _____

Make Checks Payable to: _____

Due Date: _____

I Wish to Order _____ Garments at \$ _____ ea.

Sizes are as Follows:

Youth Sizes: (2-4) _____ (6-8) _____ (10-12) _____ (14-16) _____

Adult Sizes S _____ M _____ L _____ XL _____

Oversized: XXL _____ 3XL _____ 4XL _____

Payment Enclosed: \$ _____

Note: Not all sizes are available in all styles. Oversized items (XXL and above) are usually more expensive. Youth sizes sometimes cost less

If Applicable

Color: _____ Style: _____

Personalization: _____