



## T-Shirt Order Form

*This form must be filled out and sent to the Purchasing Office to request an order of t-shirts. Please keep in mind the lead-time required to receive the order. Shirt orders may take up to 30 days to complete, depending on the specifications of the individual order. Orders that exceed \$5,000 must be competitively bid by the Purchasing Department.*

BRAND OF SHIRT: \_\_\_\_\_

TYPE OF MATERIAL:  100% Cotton

Cotton/Polyester Blend

Other \_\_\_\_\_

SPECIFIC COLOR BASED ON BRAND OF SHIRT LISTED ABOVE: \_\_\_\_\_

QUANTITY PER SIZE: XS \_\_\_\_\_ L \_\_\_\_\_ \*3XL \_\_\_\_\_

S \_\_\_\_\_ XL \_\_\_\_\_ \*4XL \_\_\_\_\_

M \_\_\_\_\_ \*2XL \_\_\_\_\_

TOTAL \_\_\_\_\_

\*Any size above XL typically has a higher cost

LOCATION(S) OF PRINT ON SHIRT (i.e. center, top corner, sleeve): \_\_\_\_\_

SIDE OF SHIRT:  Front of Shirt  Back  Both

ARTWORK MUST BE PROVIDED BY THE REQUESTING DEPARTMENT

HAS THE ARTWORK BEEN APPROVED BY THE OFFICE OF MARKETING COMMUNICATION:

Yes  No

NUMBER OF COLORS IN ARTWORK: \_\_\_\_\_

REQUESTED DATE OF DELIVERY: \_\_\_\_\_

ADDITIONAL INFORMATION:

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