



**Special Tees Class Designs Order Packet**

**QUESTIONS? CALL US!**

Phone: 301-264-6000

Monday-Friday 9:30a-5:30p

## Special Tees School Catalog Order Packet

# NEW INFORMATION

### OUR SCHOOL CATALOG ORDER PROCESS HAS CHANGED SLIGHTLY

Please review some of the updates to our School Catalog Order process below before you place your order. Click to see why the changes have been made and to understand how the process works this year. We can also schedule a phone consultation to help you plan!

## PLEASE VISIT OUR WEBSITE TO REVIEW THE UPDATES TO THE SCHOOL CATALOG ORDER PROCESS

### CHOOSE "SCHOOL CATALOG INFO" FROM THE SCHOOL CATALOG DROP DOWN MENU ON ANY PAGE

More information available online about the updates to our process

#### **NEW: HOW AND WHEN WE PROCESS PAYMENT**

Payment is Required Up Front for All Orders  
Pay Online Anytime and Approve with E-Signature

#### **NEW: HOW AND WHEN WE WORK ON YOUR PROOF/CUSTOMIZATION**

Order Approval and Payment is Required BEFORE We Start Working on Your Proof  
Custom Mock Up Requests Ahead of an Order Now Requires a Small Deposit, or choose a FREE "Simple" Mock Up

#### **NEW: CUSTOMIZING YOUR DESIGN IS FREE, BUT ART FEES MAY APPLY**

We want to keep customizing your design free, but in some cases an art fee will apply.  
Copy changes to typed names lists will incur an art fee

#### **NEW: AVOID SPREAD OF COVID-19. USE TYPED NAMES LIST THIS YEAR**

Avoid unintentionally or accidentally spreading Covid-19 by using typed names lists rather than collecting signatures  
Want Typed Names Arranged in the Design like Signatures?

#### **NEW: SOLUTIONS FOR COLLECTING ORDERS AND INDIVIDUAL SHIPPING**

We can help you with an online webstore to help collect individual orders (for orders planning for 48 or more units)  
Need your order shipped directly to your students rather than shipping to the school?

**Special Tees • 7313 Grove Road Unit F • Frederick, Maryland 21704**

**Toll-Free: 1-(844)-400-TEES (8337) Fax: 1-(301)-264-6464 Web: [www.special-tees.com](http://www.special-tees.com)**

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## Special Tees Class Designs Order Packet

### QUESTIONS? CALL US!

Phone: 301-264-6000

Monday-Friday 9:30a-5:30p

#### School Name & State

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#### Billing Address

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#### Please Confirm the Following:

- ☐ Ship my order with **FREE SHIPPING VIA UPS GROUND**
- ☐ I want to Pick Up my order and earn the Pick Up Discount
- ☐ I need my order sooner faster! I will call to confirm details about **RUSH ORDERS or EXPEDITED SHIPPING**
- ☐ **I HAVE REVIEWED SIZES and MEASUREMENTS:** Sizes and measurements are available for all brands on the School Catalog Apparel Page. I understand sizing and fit is not the responsibility of Special Tees

#### Payment: Choose the most applicable

- ☐ I am enclosing full payment via Check or Money Order to take advantage of the FULL PAYMENT DISCOUNT

Please make payable to "Special Tees" and mail to 7313 Grove Road Unit F, Frederick, MD 21704

- ☐ Send me a payment link so I can securely process a card for payment as part of my approval process.

- ☐ Send me an invoice so I can have my accounting contact process payment via secure link.

☐ Send me an invoice and my accounting contact will send a check in the mail. I understand you will not proceed until the check arrives. Due to delays associated with regular mail, **WE STRONGLY RECOMMEND SENDING VIA CERTIFIED MAIL OR SIMILAR TRACK-ABLE DELIVERY SERVICE FOR TIMELINESS.**

\*Special Tees is not responsible for delays, stop payments or bank delayed payments, or unpaid Net Terms orders, all schools must apply for Net Terms this year, even if they were approved for Net Terms in the past.

- ☐ We HAVE NOT APPLIED FOR NET TERMS, but we would like to apply because our school system requires it. Please send me the Net Terms application form.

#### Payment Contact: Choose the most applicable

- ☐ I am responsible for processing payment for this order
- ☐ Our principal will be responsible for processing payment
- ☐ Our financial person will be responsible for processing payment

\*\*\*Please include contact information for the financial person responsible for providing payment below\*\*\*

#### Financial Contact and Email: REQUIRED

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#### Primary Contact for the Order:

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#### Primary Phone #

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#### Primary Cell #

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#### Primary Email:

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#### Secondary Email:

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#### Principal Name and email:

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#### Design Details:

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#### Class Year:

#### Grade:

#### Mascot #:

- ☐ I am attaching/emailing my school's mascot

- ☐ No, I do not want a mascot in my design

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#### Signatures: Choose the most applicable

- ☐ I am enclosing completed signature pages
- ☐ I am emailing 300 dpi scanned (in color) signature pages to [schools@special-tees.com](mailto:schools@special-tees.com)

#### Typed Names: Choose the most applicable

- ☐ I am emailing my proof-read typed names list
- ☐ I am going to upload or email my proof read typed names list

#### Copy Change Fee:

- ☐ Please make sure your names list is accurate and 100% ready for us to use. If you require a change or modification due to an inaccurate names list, there will be an automatic fee of \$50 for the copy change due to the amount time it takes to update names within the design.

We appreciate your understanding that a copy change with a typed names list takes time.

#### Typed Names Appearance:

- Choose the most applicable
- ☐ Repeat names to fill the shape of the design nicely
- ☐ We have lots of names, just do your best to make it look good
- ☐ Please place our names individually so it looks like signatures

\*\*\*Cost is \$0.25 for individual names placement

#### For Placed Typed Names:

Please circle the font preferred for your individually placed typed names

ARIAL

Sign Painter

OKay D

Lucida

KOMIKA AXIS

Comic Sans

MARKER

#### Complete Your Sizes and Quantities:

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#### Ordering multiple styles?

Simply copy this page and complete the garment style choice and sizes on the copied page.