



**Special Tees Class Designs Order Packet**  
**QUESTIONS? CALL US!**

Phone: 301-264-6000

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

## Special Tees School Catalog Order Form

Please review some of the updates to our School Catalog Order process below before you submit your order. We can also schedule a phone consultation to help you plan!

**FIND ALL DETAILS ABOUT THE **SCHOOL CATALOG** ON OUR WEBSITE!**  
**CHOOSE "SCHOOL CATALOG INFO"**  
**FROM THE MENU DROP DOWN BUTTON.**

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

Payment is Required Up Front for All Orders.

Pay Online Anytime and Approve with E-Signature. Please check with your payment person or department to make sure payment with card is possible. If payment with a card is not possible, please reach out for special exception consideration ahead of submitting your order. Please avoid sending payments in the mail due to delays.

### **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. Please allow 1-3 days for your proof, after payment and approval on your order has been processed.

### **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.

### **AVOID SPREAD OF COVID-19. USE TYPED NAMES LIST**

Avoid unintentionally or accidentally spreading Covid-19 and other germs by using typed names lists rather than collecting signatures. Choose to have your name's list fill the design, or we can place the individual names to "look like signatures."

### **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)

Orders can be shipped directly to your school or to individual students. Webstore service available August - Feb. 28th.

**Special Tees • 7313 Grove Road Unit F • Frederick, Maryland 21704**  
**Toll-Free: 301-264-6000 choose option 1. Fax: 1-(301)-264-6464 Web: [www.special-tees.com](http://www.special-tees.com)**  
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IN HANDS DATE DESIRED \_\_\_\_\_

\*PLEASE ALLOW 2-3 WEEKS + SHIP TIME

☐ I'M BEHIND! I NEED A RUSH! \_\_\_\_\_

\*RUSH FEES &amp; RUSH SHIPPING COST MAY APPLY

SCHOOL NAME &amp; STATE \_\_\_\_\_

PRIMARY CONTACT NAME: \_\_\_\_\_

SHIP-TO-ADDRESS \_\_\_\_\_

\*MUST BE COMMERCIAL LOCATION FOR FREE SHIPPING

PRIMARY CONTACT PHONE #: \_\_\_\_\_

PRIMARY CONTACT CELL #: \_\_\_\_\_

PRIMARY EMAIL: \_\_\_\_\_

PRINCIPAL NAME: \_\_\_\_\_

PRINCIPAL EMAIL: \_\_\_\_\_

### PAYMENT PROCESS

PAYMENT FOR YOUR ORDER IS REQUIRED AS PART OF THE APPROVAL PROCESS. PLEASE CONNECT WITH YOUR PAYMENT PERSON OR DEPARTMENT AHEAD OF SUBMITTING YOUR ORDER. WE WILL SEND YOU AN ORDER APPROVAL SHOWING YOUR ORDER DETAILS WITH A LINK TO PROCESS CARD PAYMENT IF YOU ARE NOT ABLE TO PAY WITH A CARD, PLEASE REACH OUT FOR SPECIAL EXCEPTION CONSIDERATION TO SCHOOLS@SPECIAL-TEES.COM PRIOR TO SUBMISSION.

### PLEASE DO NOT SEND ANY PAYMENTS IN THE MAIL DUE TO DELAYS

IF YOU MUST SEND PAYMENT IN THE MAIL, PLEASE SEND WITH SOME LEVEL TRACKING FOR TIMELY DELIVERY. SPECIAL TEES IS NOT RESPONSIBLE FOR DELAYS ASSOCIATED WITH PAYMENTS SENT WITHOUT TRACKING OR ANY LOST MAIL. PLEASE REACH OUT PRIOR TO SENDING ANYTHING IN THE MAIL.

### CHOOSE ALL THAT MAY APPLY

- ☐ PAYING WITH A CARD AS PART OF THE APPROVAL PROCESS IS NOT A PROBLEM
- ☐ WE HAVE TO SEND A CHECK IN THE MAIL AND UNDERSTAND IT MAY CAUSE DELAYS
- ☐ WE HAVE APPLIED AND BEEN APPROVED FOR NET TERMS SPECIAL CONSIDERATION

- ☐ MY PAYMENT DEPARTMENT REQUIRES AN INVOICE TO PAY
- ☐ MY PRINCIPAL WILL BE PROCESSING PAYMENT
- ☐ I WILL BE PROCESSING PAYMENT FOR THIS ORDER
- ☐ MY PAYMENT PERSON/DEPARTMENT WILL PROVIDE PAYMENT\*

☐ I HAVE CONNECTED WITH MY PAYMENT PERSON ABOUT PROCESSING PAYMENT FOR THIS ORDER.

☐ I UNDERSTAND MY PROOF WILL NOT BE STARTED UNTIL PAYMENT HAS BEEN RECEIVED.  
DELAY IN RECEIVING PAYMENT WILL DELAY PRODUCTION TIME

FINANCIAL CONTACT NAME \_\_\_\_\_

DIRECT PHONE # \_\_\_\_\_

FINANCIAL CONTACT EMAIL \_\_\_\_\_

☐ PLEASE CC MY FINANCIAL CONTACT WITH THE APPROVAL EMAIL AND PAYMENT LINK☐ I WILL FORWARD THE LINK TO MY PAYMENT PERSON

### LET US KNOW IF YOU PLAN TO USE SIGNATURES OR TYPED NAMES IN YOUR DESIGN

☐ I AM SUBMITTING COLLECTED SIGNATURES

PLEASE MAKE SURE YOU SCAN YOUR PAGES IN COLOR AT 300 DPI OR VISIT YOUR LOCAL COPY STORE TO HELP. PLEASE SEND IN YOUR SIGNATURE PAGES ALONG WITH THIS FORM IN ONE EMAIL. WE APPRECIATE IT!

☐ I AM SUBMITTING A TYPED NAMES LIST

PLEASE PROOF READ ALL NAMES BEFORE SENDING TO US. PLEASE EMAIL YOUR LIST ON ONE EMAIL ALONG WITH THIS FORM. PLEASE MAKE SURE LIST IS IN THE ORDER YOU WANT THE NAMES TO BE LISTED. PLEASE MAKE SURE FORMATTING IS CORRECT WITH FIRST NAMES BEFORE LAST NAMES.

- ☐ STANDARD OPTION: MAKE THE SHAPES LOOK FULL WITH THE NAMES. I AM OK IF YOU REPEAT THE NAMES TO FILL IN THE SHAPES SO IT LOOKS NICE AND FULL
- ☐ I DON'T WANT THE NAMES REPEATED AND UNDERSTAND THE DESIGN MAY NOT LOOK FULL

☐ I UNDERSTAND THIS PROCESS IS DONE WITH A STANDARD FONT TO ENSURE PRINT DETAILS

☐ **COPY CHANGE FEE WILL APPLY IF YOUR NAMES LIST IS INACURATE**

PLEASE MAKE SURE YOUR NAMES LIST IS ACCURATE AND 100% READY TO USE. THERE WILL BE AN AUTOMATIC FEE OF \$50 FOR A COPY CHANGE DUE TO THE AMOUNT OF WORK REQUIRED TO UPDATE NAMES WITHIN THE DESIGN WE APPRECIATE YOUR UNDERSTANDING!

☐ I WANT PLACED TYPED NAMES, SO IT "LOOKS LIKE SIGNATURES"

PLEASE PROOF READ ALL NAMES BEFORE SENDING TO US. PLEASE EMAIL YOUR LIST ON ONE EMAIL ALONG WITH THIS FORM. PLEASE MAKE SURE FORMATTING IS CORRECT WITH FIRST NAMES BEFORE LAST NAMES.

- ☐ I UNDERSTAND THIS TAKES A LOT OF TIME AND CARE AND COSTS \$0.50/NAME, AND IS NOT INTENDED FOR CLASSES WITH OVER 150 SIGNATURES
- ☐ I UNDERSTAND SPECIALTY FONTS BELOW ARE ONLY FOR THE PLACED NAMES PROCESS

### CHOOSE WHICH FONT YOU WANT FOR YOUR PLACED TYPE NAMES - ONLY FOR PLACED NAMES LISTS

☐ ARIAL ☐ Lucida ☐ Okay D ☐ Comic Sans ☐ Sign Painter ☐ MARKER ☐ KOMIKA AXIS

PLEASE SEE NEXT PAGE TO LIST YOUR GARMENT STYLES, INK COLORS, SIZES AND QUANTITIES



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#### WHICH DESIGN DO YOU WANT FOR YOUR NAMES DESIGN?

PLEASE REFERENCE DESIGNS ON THE WEBSITE

#### NAMES DESIGN#

\*PLEASE REFERENCE DESIGNS A-Z ONLINE

INK COLORS # /

\*PLEASE REFERENCE INK COLORS # ONLINE OR DESCRIBE. CHOOSE 2 OPTIONS

#### HOW YOU WANT THE SCHOOL NAME TO APPEAR ON THE NAMES DESIGN?

#### DO YOU WANT A SECOND IMPRINT?

CORRESPONDING LEFT CHEST DESIGN, SLEEVE, BACK COLLAR?

☐ I DON'T WANT A 2ND IMPRINT

☐ MAKE THIS A LEFT CHEST

☐ MAKE THIS A FULL FRONT

☐ OTHER/DESCRIBE

#### MATCHING DESIGN#

\*PLEASE REFERENCE BADGE DESIGNS A-Z ONLINE

☐ USE MASCOT# INSTEAD

☐ USE OUR SCHOOL LOGO INSTEAD (ATTACHED IN EMAIL WITH THIS FORM)

INK COLORS # /

\*PLEASE REFERENCE INK COLORS # ONLINE OR DESCRIBE. CHOOSE 2 OPTIONS

#### HOW YOU WANT THE SCHOOL NAME TO APPEAR IN THIS DESIGN?

#### COMPLETE YOUR SIZES & QTY

YOUTH MEDIUM

YOUTH LARGE

ADULT SMALL

ADULT MEDIUM

ADULT LARGE

ADULT XL

ADULT 2XL

ADULT OTHER?

#### GARMENT STYLE CHOICE

PLEASE REFERENCE SCHOOL CATALOG APPAREL PAGE

☐ STYLE A - 100% COTTON ASH OR WHITE TEE

☐ STYLE B - 100% COTTON ANY COLOR TEE

☐ STYLE C - 100% COTTON SUPER SOFT TEE

☐ STYLE D - 100% COTTON RETAIL-STYLE TEE

☐ STYLE H - CREW NECK SWEATSHIRT

☐ STYLE I - PULLOVER HOODED SWEATSHIRT

☐ STYLE J - ZIP UP HOODED SWEATSHIRT

#### GARMENT COLOR

SPECIFIC UNIQUE COLORS AVAILABLE BY STYLE. CALL TODAY TO CONFIRM INVENTORY AVAILABILITY.

☐ I WANT 50/50 BLEND SHIRTS EVEN THOUGH THEY COST MORE

#### ORDERING MULTIPLE STYLES?

SIMPLY COPY THIS PAGE AND COMPLETE THE STYLE CHOICE AND SIZES ON THE COPIED PAGE

#### DO YOU NEED OR WANT A MASCOT?

☐ NOPE, THE DESIGN LOOKS GREAT WITHOUT A MASCOT

☐ I AM INCLUDING OUR MASCOT IN THE EMAIL WITH THIS FORM

☐ PLEASE USE MASCOT # FROM THE WEBSITE

☐ PLEASE USE OUR MASCOT OR LOGO FROM LAST YEAR

\*ART FEES MAY APPLY FOR LOW RESOLUTION FILES

#### FILE TYPE FOR YOUR MASCOT OR LOGO

PLEASE EMAIL AN ADOBE ILLUSTRATOR FILE OR SIMILAR VECTOR FORMAT FILE TYPICALLY ENDING IN .AI, .EPS, .SVG

**ALMOST THERE! WE WILL USE THE INFORMATION ON THIS SHEET TO BUILD YOUR ORDER AND WILL SEND YOUR TOTAL OVER FOR REVIEW VIA EMAIL. PLEASE DO NOT SEND ANY PAYMENT UNLESS WE HAVE PROVIDED AN ORDER APPROVAL FIRST. THANK YOU!**

#### OPTIONS - DESIGN A,C,D,F,H,I,

J,L,N,O,P,Q,R,S,U,Y,Z

☐ These designs will say "Class of"

#### OPTIONS - DESIGN B,E,G,X

☐ "5th Grade"

☐ "8th Grade"

☐ "Seniors/Senior Class"

#### OPTIONS - DESIGN K,M

☐ "5th Grade"

☐ "8th Grade"

☐ "Seniors"

☐ "Class Of"

#### OPTIONS - DESIGN T

☐ List your mascot for the bottom of your design:

**PLEASE CLEARLY DESCRIBE ANY OTHER DESIGN VARIATIONS YOU WANT US TO CONSIDER AND INCLUDE. WE WANT TO MAKE SURE WE GET IT RIGHT FOR YOU ON THE FIRST PROOF AND HELP AVOID ANY ART FEES.**

\*PLEASE FEEL FREE TO CALL OR EMAIL DETAILS TO DISCUSS. SOME LIMITATIONS WILL APPLY. SOME REQUESTS MAY INCUR AN ART FEE. WE ARE HERE TO HELP!