See website for the design you are ordering to see styles and sizes available. Children: YS (retail size 6-8), YM (retail size 10-12), YL (retail size 14-16). Adult: S, M, L, XL (add \$4 per shirt for 2X; add \$5 per shirt for 3X, 4X, 5X).

| Name & Contact Information | YS            | YM    | YL    | S     | М  | L | XL | 2XL | 3XL | 4XL | 5XL | QTY | COST | TOTAL |
|----------------------------|---------------|-------|-------|-------|----|---|----|-----|-----|-----|-----|-----|------|-------|
|                            |               |       |       |       |    |   |    |     |     |     |     |     |      |       |
|                            |               |       |       |       |    |   |    |     |     |     |     |     |      |       |
|                            |               |       |       |       |    |   |    |     |     |     |     |     |      |       |
|                            |               |       |       |       |    |   |    |     |     |     |     |     |      |       |
|                            |               |       |       |       |    |   |    |     |     |     |     |     |      |       |
|                            |               |       |       |       |    |   |    |     |     |     |     |     |      |       |
|                            |               |       |       |       |    |   |    |     |     |     |     |     |      |       |
|                            |               |       |       |       |    |   |    |     |     | ļ   |     |     |      |       |
|                            |               |       |       |       |    |   |    |     |     |     |     |     |      |       |
|                            |               |       |       |       |    |   |    |     |     |     |     |     |      |       |
|                            |               |       |       |       |    |   |    |     |     |     |     |     |      |       |
|                            |               |       |       |       |    |   |    |     |     |     |     |     |      |       |
|                            |               |       |       |       |    |   |    |     |     |     |     |     |      |       |
|                            |               |       |       |       |    |   |    |     |     |     |     |     |      |       |
|                            |               |       |       |       |    |   |    |     |     |     |     |     |      |       |
|                            |               |       |       |       |    |   |    |     |     |     |     |     |      |       |
|                            |               |       |       |       |    |   |    |     |     |     |     |     |      |       |
|                            |               |       |       |       |    |   |    |     |     |     |     |     |      |       |
|                            |               |       |       |       |    |   |    |     |     |     |     |     |      |       |
|                            |               |       |       |       |    |   |    |     |     |     |     |     |      |       |
|                            |               |       |       |       |    |   |    |     |     |     |     |     |      |       |
|                            |               |       |       |       |    |   |    |     |     |     |     |     |      |       |
|                            |               |       |       |       |    |   |    |     |     |     |     |     |      |       |
|                            |               |       |       |       |    |   |    |     |     |     |     |     |      |       |
|                            |               |       |       |       |    |   |    |     |     |     |     |     |      |       |
| SUBTOTAL                   |               |       |       |       |    |   |    |     |     |     |     |     |      |       |
| ALL ORDERS MUST B          | E <u>Su</u> e | BMITT | ED AN | ID PA | ID |   |    |     | 1   |     |     | 1   | I    |       |

## Instructions for Order Coordinator:

- 1. Use promotional materials to advertise fundraiser, gather orders, and collect individual payments.
- 2. When orders are complete: tally sizes, quantities, and cost from bottom subtotals for quick tabulation.
- 3. Ensure all payments have been made to you or your organization. One total payment must be remitted to workplacepro.com at time of order. Separate individual payments will not be accepted.
- 4. Place order online at workplacepro.com or via phone at 1-877-677-1837 by the deadline date.

## **Selling Tips**

- We suggest dating your promotional materials with the Friday prior to the actual deadline date shown online to allow time to compile and submit the final order.
- Fill in your own selling price. If you would like to use your sales as a fundraiser, simply add a markup and keep the profit!
- Remember that Shipping & Handling will be added when placing your order.

If you have any questions, please contact our customer service department at 1-877-677-1837.