T-Shirt/Apparel Order Form

Please complete this form and return to Publications Office along with work order.
410-548-2500 • Fax: 410-543-6068

Requesting Department: ______________________________
Your Name: _______________________________________
Your Phone Number: ________________________________

Event: ______________________________
Event Date: ______________________________

Shirt Delivery Date: ______________________________
*most orders will take about 10 business days after final approval to deliver

Budget:
How much do you want to spend per shirt? ______________________
What is your total budget? ______________________
For general discussion only, a solid one color shirt with one ink color printed on one side (front) can range in price from ______ depending on quality of shirt and total quantity. General pricing per shirt is available upon request.

Imprint Style: ☐ Screenprint ☐ Embroidery
Shirt Colors: ☐ White ☐ Black ☐ Burgundy ☐ Gold ☐ Other _____________
Ink Colors: ☐ 1 Color ☐ 2 Colors ☐ 3 colors ☐ Full Color

Imprint Area:
Front: __________________ Back: __________________
☐ Front: ______________ ☐ Back: ______________
☐ Sleeve: ______________
☐ Front: ______________ ☐ Back: ______________
☐ Sleeve: ______________

Shirt/Apparel Type:
☐ Crewneck Shirt ☐ Long Sleeve ☐ With Pocket ☐ Other____________
☐ V-neck Shirt ☐ Polo ☐ Sweatshirt ☐ Hooded Sweatshirt
☐ Other____________

Weight:
☐ Light ☐ Medium ☐ Heavy

Shirt Details:
☐ Short Sleeve ☐ Long Sleeve ☐ With Pocket ☐ Other _____________

Shirt Sizes:
Please note how many of each size you need. An estimate can be started without determining the exact number of each.

_____ X-Small/Youth XL _____ Small _____ Medium _____ Large _____ X-Large _____ XX-Large _____ XXX-Large

*If you have found an item you like online, please send the link and print out of the page and attach it to this form.