T-Shirt/Apparel Order Form

Salisbury UNIVERSITY

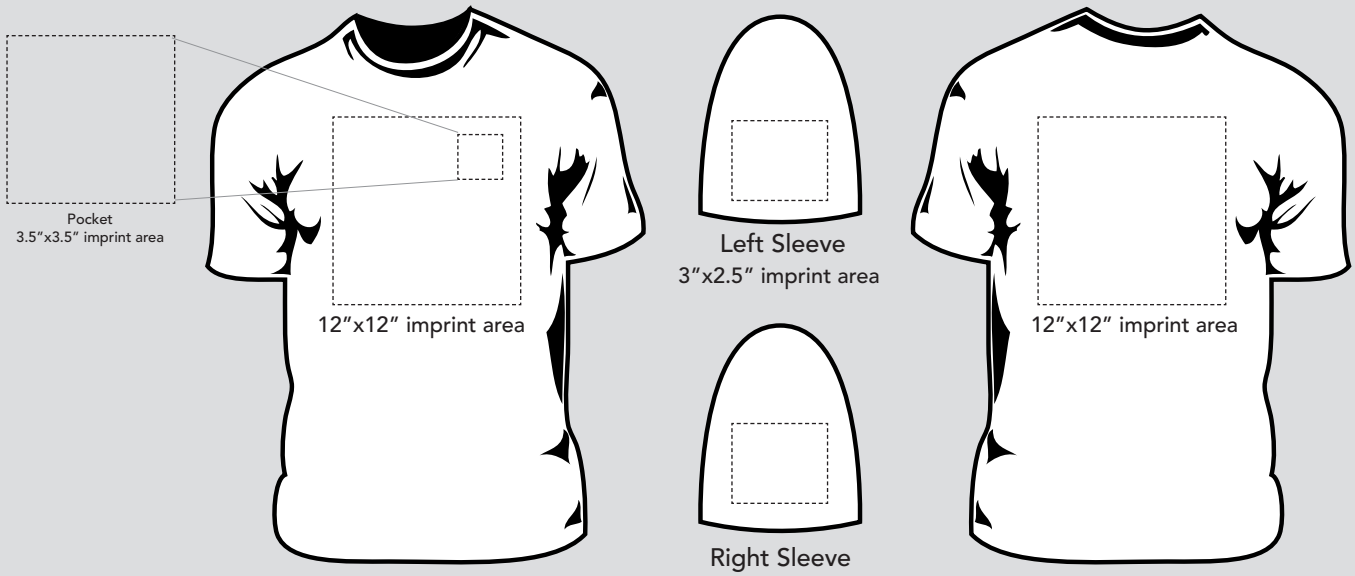
Please complete this form and return to Publications Office along with work order.
410-548-2500 • Fax: 410-543-6068

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.



Front
❏ Left Chest/Pocket Area
❏ Full Front

Back

Imprint Style:

☐ Screenprint
☐ Embroidery

Shirt Colors:

☐ White ☐ Burgundy
☐ Black ☐ Gold
☐ Other _____

Ink Colors:

☐ 1 Color ☐ 3 colors
☐ 2 Colors ☐ Full Color

Imprint Area:

☐ Front: _____
☐ Back: _____
☐ Sleeve: _____

Shirt/Apparel Type:

☐ Crewneck Shirt ☐ V-neck Shirt ☐ Sweatshirt
☐ Jacket ☐ Polo ☐ Hooded Sweatshirt
☐ Other* _____

Weight:

☐ Light
☐ Medium
☐ Heavy

*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.

Shirt Details:

☐ Short Sleeve ☐ Long Sleeve ☐ With Pocket ☐ Other _____

Shirt Sizes:

Please note **how many** of each size you need. An estimate can not be started without determining the exact number of each.

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