Order Form

Call Toll Free 800-638-7070 • Fax 301-937- 2916

Please photocopy this form for multiple orders, or if you need more room to fill in the different styles you are ordering.

Please print all information. School's name and address must be completely filled in for order to be processed.

THE T-SHIRT PEOPLE®
10722 Hanna Street
Beltsville, Maryland 20705

Your School Information

School Name_____

Street_____

City_____ State_____ Zip_____

School Phone_____

Fax_____

Are You a New Customer ❑ Yes ❑ No ❑ Confirmation of FAX Order

Ordered By_____ Title_____

Daytime Phone_____

Email_____

Principal's Name_____

If you order 4-6 weeks before the December holidays or summer recess. please indicate your school's closing date in this block. Month/Day/Year _____/_____/_____

Garment Information

2XL and 3XL Adult not available in all styles or colors. Check your catalog for availabilty. Add additional charges.

Garment Style	Garment Color	Adult or Child	S	M	L	XL Adult Only	2XL Adult Only	3XL Adult Only	Imprint Color	Total No. Items	Your Cost Each	TOTAL

Payment and Terms
We can extend net terms (payment due 21 days after order is shipped) to public and private non-profit schools if the order is signed by an authorized school or PTA representative. Payment with order is required for private, for-profit schools and on all charge card orders. A late charge of 2% is assessed monthly on all delinquent accounts.

All schools outside the continental United States must pre-pay their orders. All orders outside the contiguous United States will be billed freight at actual cost.

Use This Space to Show Artwork or Attach Separately.
VERY IMPORTANT: The rough sketch of your layout serves as a valable crosscheck to insure that you receive the correct artwork. Failure to sketch in your layout may delay your order.

SUBTOTAL	
Maryland school only, add 6% sales tax *unless order is accompanied by sales tax exemption number*	
3% FREIGHT & HANDLING *on all prepaid orders*	
5% FREIGHT & HANDLING *billed to school orders*	
CREDIT CARD TOTAL *Enter the total amount of your individual charge card orders here. Deduct this amount from your order total due to The T-Shirt People.*	
BALANCE DUE *Remit one check to The T-Shirt People for this amount to totally prepay your orfer.)Please note, ir your credit card total is greater than your order total due, we will send you a refund check.)*	
CHECK ENCLOSED *Make checks payable to The T-Shirt People*	

MINIMUM FREIGHT CHARGE OF $7.95
ADD $5.00 FOR RESIDENTIAL SHIPPING

Print art information and check if each line is to be straight or arched.

	Str.	Arc	Arc
1. _____	❑	❑	❑
2. _____	❑	❑	❑
3. _____	❑	❑	❑
4. _____	❑	❑	❑

Authorized Signature _____Date _____

Imprint Size and Position: Check all appropiate boxes

SHIRTS	JACKETS	OTHER ITEMS	
❑Full Size Front	❑ Small Left Crest	❑ Shorts, Left Leg	❑ Pants, Left Leg Crest
❑Small Left Crest	❑ Full Size Back	❑ Pants, Down Left Leg	❑ Pants, Down Right Leg

LETTERING STYLE (Artist choice or name)_____ MASCOTS (Same as before, on file # _____) or Name _____ #_____

Any and all claims for damaged, spoiled or defective goods must be received by the home office within 10 days of date shipped. This order is subject to home office approval as to quantities, style availability artwork feasibility, and delivery. Teceipt of order is confirmed by written acknowledgement. This order covers merchandise made for you and not carried in stock. It is not subject to return or exchange.