

Clubs and Organizations Apparel Request Form

Keep in mind that it will take a minimum of 3 weeks to receive your items.

Today's Date: _____

Club Name: _____

Advisor's Name: _____

Advisor's Email: _____ Ext: _____

Type of Apparel: T-shirt Polo
 Short Sleeve Long Sleeve
Other: _____

Specific quantity and sizes:

Small _____ Medium _____ Large _____ XL _____
2XL _____ 3XL _____ 4XL _____ 5XL _____

Total number of shirts/items requesting: _____

It is important to remember that there is an upcharge of several dollars per shirt for sizes 2XL and up. Also, some companies do not carry the larger sizes.

Apparel/Shirt Color: _____

Do you have artwork? If yes, please send via email. No

Image/Logo Imprint Colors: _____

Placement of Image/Logo: Chest Across back Left sleeve Right sleeve
 Left front pocket Right front pocket
Other: _____

Do you have a vendor? Yes No

Vendor name and contact person's information: _____

Is it needed for an event? Yes No

Is it for a fundraiser? Yes No

Date needed by: _____

Funds Available: _____

Office Use Only below this line

Quote requested: _____ SGA additional funding: approved not approved

Items ordered:

Items received: