

## **Hello Friends!**

Welcome to our Contract Screen Printing Form! We hope this tool helps you submit your order with ease. Please complete this form for one order/set up. If you are submitting several different orders with different designs, please complete one order form per design/order.

If you have multiple styles or colors getting the same design, we have provided several sections so you can list the different garment styles or colors. This helps us make sure we know what is coming so we can count and inventory it prior to printing your design/order.

Most customers will only need to complete page 2 in this packet. If you would rather complete our Excel format form, please download at [www.special-tees.com/contract-printing](http://www.special-tees.com/contract-printing). We also have an online submission form available as well. Simply choose your preferred form and submit or email the completed form to [contracts@special-tees.com](mailto:contracts@special-tees.com).

**Please have the following information available for whatever form you choose.**

- 1. Business billing address and information**
- 2. Primary contact name, phone, email**
- 3. If invoices will be managed by another entity, please include their name, phone and email.**
- 4. Ship-to address**
- 5. Please provide your UPS shipper number or we will invoice you for the shipping separately.**
- 6. Desired In-hands date (Please call to confirm turn around for rush orders)**
- 7. Artwork details, including your proof, the art output file, at-size, print-ready, vector format, imprint ink colors**
- 8. Any other imprint details, including imprint location**
- 9. Garment details, including style #, product description, sizes and quantities**
- 10. Date garments will arrive to us. Please let us know if the shipment is split between warehouses.**
- 11. Do you need a proof? This service is free if your order is over 100 units. Add \$25 for less than QTY100.**

Please be sure to review our Contract Printing Terms of Service and tips for success on our website. Thank you for working with us! We look forward to making your customer happy and making you look good!

Special Tees  
7313 Grove Road, Unit F  
Frederick, Maryland 21704

PH: 301-264-6000  
FAX: 1-301-264-6464  
Email: [contracts@special-tees.com](mailto:contracts@special-tees.com)  
[www.special-tees.com/contract-printing](http://www.special-tees.com/contract-printing)

**PLEASE COMPLETE ONE FORM PER ORDER/SET UP**

**Company and Contact Info:**

Customer #: \_\_\_\_\_  
 Skip the rest of this section if you have your customer #.

Company Name: \_\_\_\_\_

Company Phone: \_\_\_\_\_

Company Fax: \_\_\_\_\_

Company ASI#: \_\_\_\_\_

Company Billing Address: \_\_\_\_\_  
 \_\_\_\_\_

Primary Contact Name: \_\_\_\_\_

Primary Contact Phone: \_\_\_\_\_

Primary Contact Email: \_\_\_\_\_

**Important Dates:**

Date Goods Arriving: \_\_\_\_\_ From Supplier: \_\_\_\_\_

If goods are split shipped between suppliers or warehouses, please provide shipping details: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Desired In Hands date: \_\_\_\_\_

**To Ship or Not to Ship**

Ship my order to our business address:

I will pick up the order at your Frederick Location:  
 Blind ship my order to this contact and address: \_\_\_\_\_  
 \_\_\_\_\_

Please use our UPS shipper number: \_\_\_\_\_

I have attached a Proof:

I have attached a Purchase Order:

I have attached artwork, at size, in vector format:

I have reviewed the Contract Printing Terms of Service:

**Need a proof?**

Please create and send me a proof. (\$25 for orders less than 100 units)

Please reference the proof I have provided. No proof necessary.

Style Number, Brand, Description: \_\_\_\_\_  
**Ex: G200 Gildan Adult Ultra Cotton Tee**

Garment Color: \_\_\_\_\_

	XS	S	M	L	XL	2X	3X	Total
Shipped Quantities:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Front Imprint location should be: \_\_\_\_\_  
**Ex. Left Chest, Right Chest, Center Chest, Full Front**

Size of art should be \_\_\_\_\_ inches wide.

Ink colors should be: \_\_\_\_\_  
**Please reference Ink color codes from Our Ink Colors**

Back Imprint location should be: \_\_\_\_\_  
**Ex. Left Chest, Right Chest, Center Chest, Full Front**

Size of art should be \_\_\_\_\_ inches wide.

Ink colors should be: \_\_\_\_\_  
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Other Imprint location should be: \_\_\_\_\_  
**Ex. Left Chest, Right Chest, Center Chest, Full Front**

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COMPLETE ADDITIONAL SECTIONS FOR OTHER STYLES OR ADDITIONAL GARMENT COLORS PLEASE :)

**Please ship goods to:**  
**Special Tees 7313 Grove Road Unit F Frederick, Maryland 21704**

**USE THIS PAGE IF NEEDED (FOR MULTIPLE STYLES AND COLORS)**

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