

# FUNRAISING SCHOOL GEAR

SPIRIT WEAR YOU WANNA WEAR  
YOUR DESIGN, YOUR WAY, ONE TIME, WITH NO EXTRA INVENTORY.



## Who are you?

Bill to Ship to (if different from billing info.)

Company/Organization	Company/Organization
Contact	Attn:
Address	Address
Phone	Phone
E-mail	<input type="checkbox"/> Pick-Up <input type="checkbox"/> Shipping <input type="checkbox"/> _____
How did you hear about us?	

## What is your plan?

What is the apparel for? (spirit wear, jog-a-thon, athletic uniforms, etc.)			Event Date (if applicable)	Due Date
<input type="checkbox"/> Youth <input type="checkbox"/> Adult	Estimate of Quantity	Budget	Interested In:	<input type="checkbox"/> Unisex Shirts <input type="checkbox"/> Zip-Up Hoodies <input type="checkbox"/> Bottoms <input type="checkbox"/> Ladies Shirts <input type="checkbox"/> Pullover Hoodies <input type="checkbox"/> _____ <input type="checkbox"/> Longsleeves <input type="checkbox"/> Crewneck Pullover <input type="checkbox"/> _____

## What is your design style?

School/Company Colors	Mascot	Established Date
Styles of Designs (surfer, collegiate, vintage, etc.)		<b>OFFICE USE</b> DTG Screen Prnt Vinyl Embroidery Other
Notes		

## Step #1: Choose the apparel.

We highly recommend making an appointment by calling us at [805.777.4880](tel:805.777.4880) to be able to see and feel the quality made apparel we offer.

Based on your plans, we will review and recommend apparel options.

Pricing is determined by many factors. As a result, each quote is customized for your specific needs. Look for a price quote (via e-mail) a few days after finalizing the apparel and design.

## Step #2: Review your artwork.

Within a few days, one of our in-house Graphic Designers will be contacting you at the provided e-mail address.

You will receive an initial mock-up of designs for your custom apparel. Our designers will make the changes based on your feedback . We want you to [love](#) your design. Once the design looks good, we require you to send in written approval (either via e-mail or fax).

We are also appy to make a custom sales flyer to help you generate orders. Please let us know if you are interested.

If has been more than 3 days and you have not heard from a member of the FRSG team then, please check your Spam box for any e-mails from a [\(name\)@frsgear.com](mailto:(name)@frsgear.com) address or call our office.

## Step #3: E-mail or Fax in your order form.

After your selling period has ended, total all your items and place your order.

You can e-mail your order to your [Graphic Designer](#) or [Rick@frsgear.com](mailto:Rick@frsgear.com) **OR** fax your order to our office at [805.494.4672](tel:805.494.4672)

Once we have received your order, we will review it and create an invoice with your grand total (including tax). The invoice will be e-mailed to you. We ask you to review the invoice carefully to make sure it is correct. The sizes and quantities on the invoice will be used to fill your order.

Due to the custom nature of your apparel, we require payment before we can start the production of your order. Any delays in receveing payment will delay the order. We accept Cash, Check (made out to FRSG), or Credit Card via Paypal. Credit card orders are subject to a 3% service fee.

## Step #4: Printing your order.

Once payment has been received we will start on the production of your order.

Your order generally takes [3 weeks](#) from the time of payment to delivery date. We will always do our best to deliver the order sooner if possible. Please notify us when placing the order if you need your order by a specific date.

## Step #5: Order Completion.

You will receive an [e-mail](#) or [phone call](#) when your order is ready.

Your apparel is bagged & boxed by item/size. We provide you with a packing slip that lists the contents of your order. In order to ensure everything is accounted for, please check all items against the packing slip before distributing your apparel. We double check every order several times before preparing it for pick-up/shipping, however we are human and errors occasionally occur. We ask you to notify us within [72 hours](#) from receipt of items if there are any issues with your order.

THANK YOU.