

2016 CONTRACT CAMPAIGN T-SHIRT – ORDERING PROCESS

Below is the step-by-step process to order 2016 Contract Campaign t-shirts for your DLC.

1. Present to your DLC Executive Board the quantity of shirts your DLC would like to purchase and note in your e-board meeting minutes the discussion and the approval. Send a copy of your minutes as soon as you can but no later than April 15 to printrequest@seiu1000.org
2. Complete the Contract Campaign T-Shirt Request form (below are helpful tips on how to complete form). Be sure to stay within the quantities approved by your DLC Executive Board.
3. Submit your approved Contract Campaign T-Shirt Request form no later than close of business on Monday, April 4th. Submit your DLC Executive Board minutes approving the purchase to printrequest@seiu10000.org no later than April 15, 2016.

A Contract Campaign T-Shirt Request form must be completed. Minutes must be sent. Incomplete orders will not be processed.

Once your order is received, we will review it for completeness and send you an acknowledgement that includes your job number. The Print Team will also forward your completed request to DLC Finance to confirm DCL Executive Board approval and availability of funds. Upon confirmation from DLC Finance, the Print Team will then process your request.

All complete t-shirt orders will be processed on April 6, 2016.

Pricing for t-shirts is as follows:

Small	\$7.65
Medium	\$7.65
Large	\$7.65
X-Large	\$7.65
2X-Large	\$9.15
3X-Large	\$10.15
4X-Large	\$11.15
5X-Large	\$12.15

Tips to complete your t-shirt order form

The Contract Campaign T-Shirt Request form (copy attached) is an editable pdf. We recommend filling in the form and saving it with a unique file name. You can save the template so you can use it again as needed.

Most fields on the form are self-explanatory. Here are some tips:

SHIPPING ADDRESS: Enter a complete address including suite #, if any, city and zip code. All t-shirts will be shipped via UPS Ground.

ORDER "CHART" Enter the appropriate quantity on each size line.
Enter a zero if no t-shirts are needed in that size.
This way we will know that nothing was accidentally left out.
T-shirts are available in sizes up to 5X.

If you have any questions, please send them to printrequest@seiu1000.org

Attachment: Contract Campaign T-Shirt Request form