

American Cancer Society Relay For Life

2017 STATE OF HOPE T-shirt Ordering Instructions:

1. As a team captain, you may choose to take pre-orders or order up front. Your team is responsible for the payment of the cost of the t-shirts.
2. Team Captains should use the attached spreadsheet to place orders. It should be emailed to Jamey at jmaness@athleticprinters.com. No phone orders. You can mail checks with hard copies of orders.

*DO NOT SEND PAYMENT UNTIL ORDER IS CONFIRMED BY VENDOR.

3. In order to make sure the proper payment is sent to the vendor, team captains will need to turn in a check to the printer Athletic Printers for the total amount of the cost of the shirts and the REMAINING balance to ACS for your team fundraising totals. **See attached spreadsheet for pricing information.

For example, if you place an order for 10 shirts and the cost is \$5 a piece, the cashier's check should be for \$50.00. The cashier's check should accompany a copy of your order. (The remaining money should be turned in as your team money to the accounting chair at the next team rally.)

Any request for consignment orders has to be secured with a credit card or a deposit. There will be a thirty (30) day holding period and a courtesy contact to consignee before payment assessed.

4. Pick-up/Delivery should be worked out with vendor. Your staff partner will be able to assist in delivery when traveling in your area. Please be mindful that staff deliver as a convenience to you and are not always in your territory on the exact day that you may need your order.
 - a. If you would like orders shipped direct to you, Athletic Printers will ship UPS at your cost. You will need to ADD this cost your total order for payment. These orders will not ship until payment has been received. Remember, UPS charges more for residential deliveries. UPS does not ship to PO Boxes.
5. Orders should be received 10-15 working days after payment is received.
6. All shirts are UNISEX cut by Gildan brand UltraSoft. Long sleeve available upon request to vendor. Pricing will vary.

Vendor Information:

Jamey Kim Maness- Athletic Printers

10421 Lexington Drive
Knoxville, TN 37932
Mobile 865-567-5473
Fax 865-966-3448

**Support your local
American Cancer Society
Relay For Life!**

2017 State of Hope T-shirt Campaign



(purple with white printing)



(smoky gray with TN orange printing)

Short Sleeve t-shirt | \$15 Donation

***All shirts are UNISEX and Gildan UltraSoft. Colors will differ slightly from proofs.**

