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Close-Up of Embroidered Design

Name & Contact Information	SM	MD	LG	XL	2XL	3XL	4XL	5XL	QTY	COST	TOTAL
SUBTOTAL											

Instructions for Order Coordinator:

- 1. Use promotional materials to advertise fundraiser, gather orders, and collect individual payments.
- 2. When orders are complete: tally sizes, quantities, and cost from bottom subtotals for quick tabulation.
- 3. Ensure all payments have been made to you or your organization. One total payment must be remitted to workplacepro.com at time of order. Separate individual payments will not be accepted.
- 4. Place order online at workplacepro.com or via phone at 1-877-677-1837 by the deadline date.

Selling Tips

- We suggest dating your promotional materials with the Friday prior to the actual deadline date shown online to allow time to compile and submit the final order.
- Fill in your own selling price. If you would like to use your sales as a fundraiser, simply add a markup and keep the profit!
- Remember that Shipping & Handling will be added when placing your order.

If you have any questions, please contact our customer service department at 1-877-677-1837.