



# SUBLIMATED COMMEMORATIVE ORDER

Handy hints to get you started.

## How to fill out the order form

We ask that you open the order form document, fill it out, save and return to us in the same file format (Microsoft Excel). This helps to keep the information easy to read and reduces the risk of spelling mistakes. If you do not have access to Microsoft Excel, please let us know and we can send you a pdf version to print out and manually fill out. If you need to manually fill out the form, please use clear, block letters.

### What information do we need?

The top section of your order form lets us know who the order is for. If you are unsure of your Customer Code, you can find it on any invoice, or give us a call and one of our Customer Care team can help you.

<b>LW REID</b> For one and all.		<b>Sublimated Graduation Garments Order Form</b>		<b>LWR</b> Wear Quality
Account Name:	Rockstar High School			
Account Code:	ROCHI			
Contact Name:	Mary Smith			
Contact Email:	mary.smith@rshs.nsw.edu.au			
Contact Number:	0404 123 456			

### Choose your design

We have 7 exciting designs you can choose from, simply tick the box next to the design you want. One design per order.

### Choose your colour combination

We have carefully selected the most popular colour combinations for schools Australia wide. Please select the colour combination you want. The first colour listed will be the primary colour of the garment, followed by the next most prominent. You can view these colour combinations on our website.

### Back Design

We understand that some schools will want the clas list printed on the back, while others will only want the graduation year. Simply choose the option you want, the colour used will be the contrasting colour of the garment eg. If you selected Black & Red for your garment, the body of the garment will be black and the names/graduation year will be red. This can be viewed on our website.

### Additional Design choices

We are excited to offer additional design choices to truly personalise your graduation garment.

- Nicknames
  - If one or all of your students want to have nicknames on the back of their garment they can at no extra cost
- School Crest
  - We can add your school crest to the left chest of your garment if you wish. If we do not have your crest on file we will contact you, and unless you request a specific size, we will size your logo at 70mm wide.
- School Year on Right Sleeve
  - We can put the school year on the right sleeve of your garment. Eg Year 6, Year 12
- Graduation Year on Left sleeve
  - We can include the calendar year of graduation on the left sleeve of your garment. Eg. 2019



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Example of filled top section of order form

<b>LW REID</b> For one and all.		<b>Sublimated Commemorative Garments Order Form</b>		<b>LWR</b> Wear Quality	
Account Name:	Rock Star High School				
Account Code:	ROCHI				
Contact Name:	Mary Smith				
Contact Email:	mary.smith@rshs.nsw.edu.au				
Contact Number:	0404 123 456				
Garment Design (tick one)	<input checked="" type="checkbox"/> Palya <input type="checkbox"/> Cosmos <input type="checkbox"/> Flourish <input type="checkbox"/> Stars <input type="checkbox"/> Waves <input type="checkbox"/> Thunderstruck <input type="checkbox"/> Southern Cross			Garment Colour (select from list)	Black & Red
Back Design	<input checked="" type="checkbox"/> Class names List <input type="checkbox"/> Year only (eg. 19)				
Nickname - No Extra Cost!	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		If Yes, Student Nickname will appear above your selected Back Design. You can order up to 3 nicknames per student by filling out the form below.		
Include School Crest on Left Chest?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		We will contact you if we do not have your school crest on file. Unless specified otherwise, size used for logo will be 70mm wide, height to suit		
Include School Year on Right Sleeve eg. Year 6, Year 12	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No				
Include Graduation Calendar Year on Left Sleeve eg. 2019	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No				

## How to provide class list

If you have selected to have the class names listed on the back of your garment, we will use the Student Name list on your order form to create this list. We will copy the names in the same format and order as you enter them, so please ensure you list them in the order they are to appear on the back of the garment, and in the format you want (ie. if you type them all in capitals, we will print them all in capitals)

STUDENT NAME (as it is to appear in class list)	SIZE
Alice Cooper	16Y
Ariana Grande	10
Bruno Mars	14Y
Daid Bowie	14Y
Elvis Presley	M
Feddie Mercury	14Y
George Harrison	S
Iggy Azalea	12

## Do I need to fill out the Student Name if I am not having a class list?

Yes, this will allow you to refer back to who has placed an order, the size and quantities ordered.

## How to order Nickname

Each child can have up to 3 nicknames per garment. For each nickname they chose, enter the nickname and the quantity of garments they want with that name on the back.

In the below example Alice Cooper has ordered 1 nickname “COOPS” and David Bowie has ordered 3 nicknames “ZIGGY STARDUST”, “STARMAN” and “DAVO”

STUDENT NAME (as it is to appear in class list)	SIZE	NAME / NICKNAME	QTY	NAME / NICKNAME	QTY	NAME / NICKNAME	QTY
Alice Cooper	16Y	COOPS	1				
Ariana Grande	10	ARI	1				
Bruno Mars	14Y	BRUNO	1				
Daid Bowie	14Y	ZIGGY STARDUST	1	STARMAN	1	DAVO	1

## How to Order if I don't want a nickname

If one or all of the children do not want a nickname, still fill out the Student Name, size and simply fill out the quantity to order in the first column that is labelled **NO NAME / NICKNAME QTY**.

In the below example Alice Cooper, Ariana Grande and Bruno Mars all want short sleeve polos **without** their nickname on the top back between shoulder blades



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		Order Minimum Reached: TOTAL ORDERED = 30						
		SHORT SLEEVE POLO						
STUDENT NAME (as it is to appear in class list)	SIZE	NO NAME / NICKNAME QTY	NAME / NICKNAME 1	QTY	NAME / NICKNAME 2	QTY	NAME / NICKNAME 3	QTY
Alice Cooper	16Y	1						
Ariana Grande	10	1						
Bruno Mars	14Y	1						

Example of filled bottom section of order form

		Order Minimum Reached: TOTAL ORDERED = 31						
		SHORT SLEEVE POLO						
STUDENT NAME (as it is to appear in class list)	SIZE	NO NAME / NICKNAME QTY	NAME / NICKNAME 1	QTY	NAME / NICKNAME 2	QTY	NAME / NICKNAME 3	QTY
Alice Cooper	16Y	1						
Ariana Grande	10	1						
Bruno Mars	14Y	1						
Daid Bowie	14Y		ZIGGY STARDUST	2	STARMAN	1	DAVO	1
Elvis Presley	M		PRESO	1				
Feddie Mercury	14Y		FREDDIE	1				
George Harrison	S		HAZZA	1				
Iggy Azalea	12		IGGY	1				
Janis Joplin	10		BOBBY MCGEE	1	PEARL	1		
Jim Morrison	16Y		JIMMY	1				
Jimi Hendrix	14Y		HENDO	1				
Joan Jett	10		ROCKER	1				
John Lennon	S		EGG MAN	1	WALRUS	1		
Kurt Cobain	S		NEVERMIND	1				
Lady Gaga	14Y		LIL MONSTER	1				
Lilly Allen	12		LILLY	1				
Marilyn Manson	M		MAZZA	1				
Missy Elliot	M		MISS THING	1				
Missy Higgins	14Y		HIGGSY	1				
Niki Minaj	S		NIKI	1				
Paul McCartney	M		MACCA	1	PAUL	1		
Ringo Starr	M		STARRSY	1				
Snoop Dogg	S		S - DOGG	1	DOGG MAN	1	SN0000OP	1

In the below example, Alice Cooper, Ariana Grande and Bruno Mars each want 1 polo without their nickname on the back, David Bowie wants 4 short sleeve polos, 2 with the nickname “Ziggy Stardust” and 1 each with the nicknames “Starman” and “Davo” and Elvis Presley wants 1 polo with his nickname “Preso” on the back.



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		Order Minimum Reached: TOTAL ORDERED = 31						
		SHORT SLEEVE POLO						
STUDENT NAME (as it is to appear in class list)	SIZE	NO NAME / NICKNAME QTY	NAME / NICKNAME 1	QTY	NAME / NICKNAME 2	QTY	NAME / NICKNAME 3	QTY
Alice Cooper	16Y	1						
Ariana Grande	10	1						
Bruno Mars	14Y	1						
Daid Bowie	14Y		ZIGGY STARDUST	2	STARMAN	1	DAVO	1
Elvis Presley	M		PRESO	1				

The form will tell you if you have reached the minimum order, or if you need to add more (and how many to add)

<b>Total Order Below Minimum of 30 units 10 more required</b>
<b>SHORT SLEEVE POLO</b>

<b>Order Minimum Reached: TOTAL ORDERED = 31</b>
<b>SHORT SLEEVE POLO</b>

If you need any help or advice with putting together your Sublimated Commemorative Order, call our friendly service team on 1300 LW REID