



Organise your Year 12 polos with some tips that are going to make your life a whole lot easier.

Tip 1: What information do I need to give you for a quote?

Tell us your approximate quantities (students and teachers), whether you will be using a stock design, your own design and if there will be individual names. Production takes a few weeks, if you have a deadline please contact us when submitting your enquiry.

Tip 2: Choose Your Designs

You can use one of our many stock designs from <http://www.shirtsnorth.com.au/products/schoolwear/seniors-sublimated-polos/> or you could submit a design that you or one of the students have designed. All stock designs can be changed to suit your schools colours.

Tip 3: Numbers & sizes

Now that the design has been chosen, it's time to take everyone's orders. Collect the number of people that want a polo, their size and payment. Use our size chart below or you can request a sample pack with various sizes to try on.

TRADITIONAL FIT SIZING CHART		TIP: MEASURE AGAINST YOUR FAVOURITE SHIRT!													
LADIES		6	8	10	12	14	16	18	20	22	24	26	28		
Half chest shirt measurement in cm		43	45.5	48	50.5	53	56.5	58	61	64	67	70	73		
Centre back length in cm		63	64.5	65.5	67	68	69	70.5	71.5	72.5	73.5	73.5	74.5		
MENS		XS	S	M	L	XL	2XL	3XL	4XL	5XL					
Half chest shirt measurement in cm		50.5	53	55.5	58	60.5	63	65.5	68	70.5					
Centre back length in cm		69	71.5	74	76	77.5	79	80.5	81.5	82.5					

Tip 4: Make your order

So you have the design, the numbers, the sizes and you have the money. It's time to place your order. You can email your order to the sales rep that you have been dealing with. Once we have received the order, we will create artwork for approval. You will need to check this thoroughly to ensure there are no mistakes. Your class will have their polos within 6 to 8 weeks after final approval.

Please note:

You can change your order anytime up until you approve the artwork and quote. Once you have signed off on the artwork you cannot make any further changes. **PLEASE SEE THE NEXT PAGE FOR HOW TO SUPPLY CLASS LIST NAMES.**

Tip 5: Give your students a firm deadline date! Non negotiable!

So your students have seen the artwork and are putting their orders in. It is **ESSENTIAL** the students have a deadline date to placing their order. Giving students flexibility on this time delays production significantly. This places stress on teachers and unfairly penalises the students who ordered early or on time by making them wait longer for their shirts.