



## Organise your Year 6 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) and whether you will be using a stock design or your own design. Production takes a few weeks, if you have a deadline please contact us when submitting your enquiry.

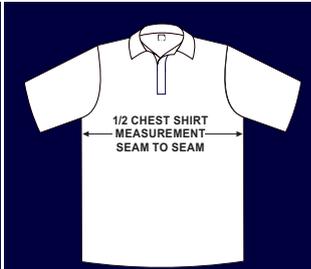
### Tip 2: Choose Your Designs

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!								
<b>KIDS</b>		<b>2y</b>	<b>4y</b>	<b>6y</b>	<b>8y</b>	<b>10y</b>	<b>12y</b>	<b>14y</b>		
Half chest shirt measurement in cm		32	35	38	41	43.5	46	48.5		
Centre back length in cm		43	48	52	56	59	62	65		
<b>ADULTS</b>		<b>XS</b>	<b>S</b>	<b>M</b>	<b>L</b>	<b>XL</b>	<b>2XL</b>	<b>3XL</b>	<b>4XL</b>	<b>5XL</b>
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.

# HOW TO SUPPLY A NAMES LIST



**Our art department COPY AND PASTE your supplied names list**  
**It will be printed the way you supply it.**

1. Supply the names list in a **WORD doc.**
2. Type the given name first with the surname second. **DO NOT** use commas.
3. Supply with surnames in alphabetical order.
4. If you want the names in capitals, please supply it in capitals. If you want it upper and lower case, please supply it this way.
5. **DO NOT** supply it formatted. **DO NOT** use columns, tabs, underlines, italics or bold highlighting.  
This increases the risk of error when we import it into our drawing programmes.

## EXAMPLE

Size	10y	12y	14y	XS	SMALL	MEDIUM	LARGE	XL	XXL
Quantity	5	2	3	2	2	17	52	12	5

Peter Abbott  
Karen Andrews  
Doug Anthony  
Ellen Baker  
Greg Black  
Wendy Capra  
Anna Clarke  
Debbie Drew  
Frank Gibson  
Leonard Harold

Teachers  
Mrs Matilda McDonald  
Mr Frank Smith



ABBOTT, Peter  
ANDREWS, Karen  
ANTHONY, Doug  
BAKER, Ellen  
BLACK, Greg

CAPRA, Wendy  
CLARKE, Anna  
DREW, Debbie  
GIBSON, Frank  
HAROLD, Leonard

Teachers  
McDONALD, Mrs Matilda  
SMITH, Mr Frank

