Congratulations!
You've been volunteered to order apparel for the team.

Team spirit is one thing, but managing the details of design, sizing, and delivery, while keeping everyone happy is quite another. When it comes to custom team apparel from t-shirts, jackets, polos, hoodies or hats, everyone has a different style, different favorite color and different body type.

While the project is still in the beginning phase it's entirely possible that the team is not clear on exactly what they want. This is where getting an idea of budget and deadline for delivery will effectively limit choices to save time. While it might seem easier if the assignment includes a specific piece of logo apparel, there are still plenty of details to arrange.

A lot of time can be wasted in back and forth with multiple quotes, but getting a good price while still getting what the team wants is important. Sourcing some preliminary information to kick off the project can help set the exact project scope before quotes are gathered and design is finalized. Use the **Project Kick Off Form** in your preliminary fact finding. If sourcing the design artwork is also a part of the job, options that include screen printing design or embroidery set up can save money and cut out another middle man from the project.

To pull it all together and be the team hero use the **Ultimate Checklist** and **Order Form** to make sure no detail is lost. From sourcing club jackets to custom sports team apparel, the experts at KEY for Business are happy to help. Contact one of our friendly representatives at our custom team apparel online store.

Go Team!

Project Kick Off

FACT FINDING QUESTIONS:

- What is the budget range?
- Will individuals be contributing to the cost of the project?
- Will different styles be requested for men and women?
- What ranges of sizes will be needed?
- Does the team require samples to try on sizes?
- Do you need help with the design?
- What is deadline for project in hand?
- How will payment be managed?
- How will distribution be managed?

PROJECT POSSIBILITIES

T-SHIRT ☐   **JACKET** ☐   **VESTS** ☐

POLO ☐   **HAT** ☐   **HOODIES** ☐

PROJECT #1

Description:_____

SKU (if applicable):_____

Source:_____

Price:_____

Extended Size Price:_____
(applies to XXL+)

Minimum Order:_____

Delivery Time:_____

Notes:_____
_____
_____
_____
_____
_____

PROJECT #2

Description:_____

SKU (if applicable):_____

Source:_____

Price:_____

Extended Size Price:_____
(applies to XXL+)

Minimum Order:_____

Delivery Time:_____

Notes:_____
_____
_____
_____
_____
_____

Attach any catalogs, pages or sketches for consideration on to this page as reference.

Ultimate Checklist

Team:_____

Project Description:_____

_____

Design Description:_____

_____

Decision Maker Contact Info:_____

Vendor Contact Info:_____

Is artwork already created?   Y / N

Can apparel provider create design?   Y / N   Design Costs (if any):_____

How will artwork be sourced? _____

Artwork Specifications: _____

_____

Quote Details and Final Price:_____

_____

Deposit Required?   Y / N   Additional Notes:_____

Date: _____

_____ Order Placed   _____

_____ Proof Received   _____

_____ Edits Requested   _____

_____ Final Proof Received   _____

_____ Proof Approved   _____

_____ Order Form Circulated   _____

_____ Order Form Deadline

Order Placed By _____ on _____

Date Promised:_____

Pick Up Scheduled:_____

Payment Details:_____

_____

Attach any quotes, design mockups or payment reciepts to this page as reference.

Order Form

Special Instructions for Ordering:_____

_____

_____

_____

Product Details for Ordering
(i.e. Does size run small/large? What colors are available?)

_____

_____

FRONT	BACK
PLACE SKETCH OR ARTWORK HERE	PLACE SKETCH OR ARTWORK HERE

NAME	PHONE	STYLE	SIZE	PAID	RECEIVED

Notes:_____

_____