Let Your Shine! Light Shine!



Children (Short Sleeve T-Shirts Only): SM (retail 6-8), MD (retail 10-12), LG (retail 14-16). Adult: SM, MD, LG, XL (add \$3 per shirt for 2X; add \$4 per shirt for 3X, 4X, 5X).

| Name & Contact Information | YS | YM | YL | S | M | L | XL | 2XL | 3XL | 4XL | 5XL | QTY | COST | TOTAL |
|----------------------------|----|----|----|---|---|---|----|-----|-----|-----|-----|----------|------|-------|
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| SUBTOTAL | | | | | | | | | | | | | | |
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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.