

Laurier Bookstore Special Order - Checklist

The Laurier Bookstore has the expertise to make every event, occasion, meeting, conference, team or club experience unique and special. We have the ability to customize any order to your specifications, whether it is a hoodie with your residence name, team name or a travel mug for a conference or meeting.

What we can do for you:

- Customize product with your unique logo (Design assistance through Printing Services for a nominal fee, \$40/hour)
- Offer top quality merchandise, a diverse selection of goods at competitive prices
- Offer large quantity discounts
- Offer an extensive selection of Laurier clothing, giftware and supplies on hand in the bookstore location

For more information on special orders, please contact the following buyers depending on what you are looking for. If your inquiry falls outside of these, you can contact either buyer for assistance. Please note, our buyers are available Monday through Friday from 8:30 am until 4:30 pm, excluding Statutory Holidays that fall on these days. Our buyer, Bonnie Bleskie can be found in the Bookstore location between 10:00 am and 3:00 pm, Monday through Friday.

Phone: (519)-884-0710

Bonnie Bleskie (bbleskie@wlu.ca, x. 2482)

Residence Wear

Athletics

Alumni Wear

Anita Moran (amoran@wlu.ca, x. 3550)

Giftware

Campus Departments

Student Union

THINGS TO CONSIDER BEFORE MAKING YOUR APPOINTMENT WITH A BUYER:

Selecting a Garment

What type of garment are you looking for - T-shirt, Hoodie, Sweat pants?

- The Laurier Bookstore can supply many different types of garments and works with suppliers such as American Apparel, Gildan, King, Hotline and Russell for all sourcing of apparel, as well as many other companies.

What colour of garment are you looking for?

- The Laurier Bookstore can work with you to determine what supplier best suits your needs. Some items may have colour or sizing restrictions.

Determining Quantity

How many items in total do you need to order? Do you need individual sizes and colours for each person you are buying for?

- The Laurier Bookstore can help you with all these decisions. Please note, some garments have minimum order quantities when purchased or surcharges may apply.

Selecting the Type of Logo/Artwork Application

Another consideration for your garment is what type of application you want for your logo/artwork design.

- The Laurier Bookstore has three options for your logo/artwork application - Screen Printing, Twill and Embroidery



Screen Printing



Twill



Embroidery

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THINGS TO CONSIDER BEFORE MAKING YOUR APPOINTMENT WITH A BUYER cont'd:

Submitting your logo/artwork

For custom logos/artwork, it is best to submit a jpeg or pdf file. If this is not possible, hand drawn sketches are acceptable. If you require assistance on developing your logo or artwork, Printing Services on campus can help you.

- Printing Services has the expertise to help you design your artwork for \$40.00/hour. Please contact Chasity Stewart, Printing Services Manager and Document Solutions for more information at:

Email: chstewart@wlu.ca

Phone: (519)-884-0710, extension 6257

CHECKLIST

To help us provide you with a quote for your special order, and/or process your order in a timely, consistent fashion, please fill out the following information in its entirety. Any questions regarding this form, can be directed to the appropriate buyer. Contact information for both is below.

Phone: (519)-884-0710

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1. Contact appropriate buyer to set-up an appointment to discuss your special order or to receive a quote.
2. Fill out Special Order Form and the Artwork Approval Form with all required information and send it to the appropriate buyer.
3. Once all forms are received and all information is verified, to place your final order, written/signed approval on both Order Form and Artwork Form must be given to proceed with the order.
 - i. Written approval can be received via email or fax
4. Please note a 20% deposit is required at time of order placement, before final order will be processed.
5. Once all forms are finalized, it will take approximately 2-3 weeks for printed garments to be delivered. Please note the 2-3 weeks lead-time starts from the day final artwork and order form was received.

Laurier Bookstore Special Order - Order Form

Request for Quote

Purchase Order

CONTACT NAME: _____

PHONE NUMBER: _____

EMAIL ADDRESS: _____

TODAY'S DATE: _____

REQUESTED DELIVERY DATE: _____

(If applicable)

DATE ALL INFORMATION NEEDS TO BE FINALIZED TO MEET CUSTOMER DUE DATE: _____

DATE ALL INFORMATION WAS RECEIVED: _____

DATE ORDER WILL BE AVAILABLE FOR PICK-UP: _____

(this is based on the date all information was finalized)

QUANTITY: _____

TYPE OF GARMENT: _____

BRAND OF GARMENT: _____

GARMENT SUPPLIED BY CUSTOMER: _____

GARMENT SUPPLIED BY BOOKSTORE: _____

ARTWORK SUPPLIED BY CUSTOMER: _____

ARTWORK DEVELOPED THROUGH PRINTING SERVICES: _____

(\$40/hour development fee)

NUMBER OF PLACEMENTS OF ARTWORK: _____

NUMBER OF COLOURS ON ARTWORK: _____

ARTWORK IS:

Screen Printed

Twill

Embroidery

THIS SECTION IS FILLED OUT BY THE APPROPRIATE BUYER

METHOD OF PAYMENT:

(Fill in amount given under each)

DEBIT _____ CASH _____

GIFT CARD _____ ONECARD _____

CREDIT CARD

Mastercard _____

Visa _____

Amex _____