

**Graystone Graphics**  
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# 2023 ORDER FORM

**NEED HELP?** Get answers at [www.graystonegraphics.com](http://www.graystonegraphics.com),  
or call us at **1-800-451-1611** and we will be happy to take your order over the phone!  
Email: [info@graystonegraphics.com](mailto:info@graystonegraphics.com)

FOR OFFICE USE ONLY	
Rc'd _____	PO # _____
Ck # _____	Amt _____

## 1. BILLING & SHIPPING

SCHOOL NAME (PLEASE PRINT ALL INFORMATION)		
SHIPPING ADDRESS (MUST BE STREET ADDRESS - NO P.O. BOX - FOR DELIVERY.)		
City	State	Zip
Sponsor		
Day Phone	Ext. #	Mobile:
E-Mail		

Dear Sponsor - Once we receive your APPROVAL on your design PROOF, we will print your order/art AS SUBMITTED/APPROVED. Spelling, punctuation of signatures and/or typeset names is the responsibility of the school and submitter.

## 2. PAYMENT METHOD

- ☐ **Check / Money Order** — School check is preferred and **MUST** accompany order.
- ☐ **Credit Card** — For your protection, **Credit Card Information will be taken confidentially over the phone.** (We destroy that information after the transaction has been processed.)
- ☐ **Purchase Order** — Signed copy of purchase order enclosed.

### 3. DESIGN INFORMATION

<b>Class of:</b> <input type="checkbox"/> 2021 <input type="checkbox"/> 2022 <input type="checkbox"/> 2023 <input type="checkbox"/> 2024 <input type="checkbox"/> Other	<b>School Name (as you want it to appear in your printed design):</b>	<b>Mascot# (from our website)</b>
	<b>INK COLORS:</b> You may choose two ink colors (included in the price of your garment.) (Remember that dark garments require one of those choices to be WHITE or GREY.) 1. _____ 2. _____	<b>Mascot Name (if needed):</b>  <input type="checkbox"/> No mascot needed
<b>Number of Signatures of Typeset Names included in order:</b> _____ For Signatures, scan original signature sheets (available on our website) at 300 dpi, and save as jpg or pdf files. Email scans to <a href="mailto:info@cravstonegraphics.com">info@cravstonegraphics.com</a> . For Typeset Names, email your list. <b>Always email with your complete contact info included.</b>		

**CHOOSE A DESIGN OR DESIGNS, THEN INDICATE THE LOCATION WHERE YOU WOULD LIKE IT PRINTED**

<b>FRONT DESIGNS:</b> CHOOSE ONE: <div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: center;">           PRINT LOCATION  <b>1</b> </div> <div style="text-align: center;"> <input type="checkbox"/> FULL SIZE            (10"-14"across)         </div> </div> <hr/> <div style="text-align: center;"> <b>OR</b> </div> <div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: center;">           PRINT LOCATION  <b>2</b> </div> <div style="text-align: center;"> <input type="checkbox"/> SMALL LEFT CHEST            (3"-5"across)         </div> </div> <hr/>	<b>BACK DESIGN:</b> PRINT LOCATION (FULL SIZE) <div style="text-align: center; font-size: 2em;">5</div> <hr/> <div style="text-align: center; font-weight: bold; font-size: 1.2em;">PANTS</div> Design for PANTS <hr/> <div style="display: flex; justify-content: space-around;"> <div style="text-align: center;"> <input type="checkbox"/> Left Leg         </div> <div style="text-align: center;"> <input type="checkbox"/> Right Leg         </div> </div>	<b>SLEEVE DESIGNS</b> <div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: center;">           Left Short Sleeve:            PRINT LOCATION         </div> <div style="font-size: 2em;">3</div> </div> <hr/> <div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: center;">           Right Short Sleeve:            PRINT LOCATION         </div> <div style="font-size: 2em;">4</div> </div> <hr/> <div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: center;">           Left Long Sleeve:            PRINT LOCATION         </div> <div style="font-size: 2em;">9</div> </div> <hr/> <div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: center;">           Right Long Sleeve:            PRINT LOCATION         </div> <div style="font-size: 2em;">10</div> </div> <hr/>	<b>PERSONALIZATION</b> FONT CHOICE: _____ (Choose Only One) <hr/> LOCATION: _____ <hr/> (ADDS \$4.50 to the cost of your garment.) <hr/> <div style="text-align: center; padding: 10px;"> <p>After we receive your payment, it takes 7 to 10 days to produce a quality product for you. Allow at least 3 or 4 additional days for shipping.</p> </div>
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## PRINT YOUR SPECIAL INSTRUCTIONS TO US HERE OR ATTACH A SEPARATE SHEET

ITEM # and DESCRIPTION	ITEM COLOR	SM (34-36)	MED (38-40)	LRG (42-44)	XL (46-48)	2XL (50-52)	3XL (54-56)	4XL (58-60)	5XL (62-56)	PRICE (with one imprint)	2ND PRINT (\$3.50)	3RD PRINT (\$3.50)	Personalization (add \$4.50)	SUB TOTAL (each)	# OF ITEMS	TOTAL DUE (per line)
EXAMPLE: 3001 T-Shirts	Black	3	10	18	5					\$18.95	\$3.50	\$3.50	\$4.50	\$30.45	36	\$1,096.20
						2XL Charge • Total # _____ X \$2.50										
						3XL, Charge • Total # _____ X \$3.50										
						4XL, 5XL Charge • Total # _____ X \$4.50										

## Free Teacher Tee

PICK YOUR SIZE:

☐ S ☐ M ☐ L ☐ XL ☐ 2XL

### Quantity of Students who ORDERED

**Tell us WHEN you need your order:**

**Small Order Charge**  
For 12-23 shirts, ADD \$2.50 per shirt

**Missouri Schools Add 7.475% Sales Tax  
Or Send Us Your Tax Exempt Letter.**

FREE Shipping	\$0.00
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TOTAL AMOUNT DUE