

# HOW TO ORDER SYRACUSE APPAREL:

## Step 1

### **Select your apparel style, color & size.**

[If you're unsure of a size, call us for advice OR order too big rather than too small. Every item is custom made, so we can't accept "wrong size" returns.]

## Step 2

### **Choose your imprint & decide where you want it placed.**

[Make sure the imprint colors will show up on the apparel color you selected. The lime green background indicates shirt color, all other colors are part of the imprint.]

## Step 3

### **Let us know if you need your item by a special date.**

[Orders may be placed at anytime - and will be processed on the 2nd & 4th Fridays of every month. From the order processing date, plan for a 7-10 business day turnaround on most items, but tie dye shirts take 10-14 business days. RUSH service is available, but additional shipping charges may apply. We'll do our best to accommodate special requests - just call or email to let us know what you need.]

## Step 4

### **Mail your order form with payment to Syracuse PTO.**

[All orders must be prepaid - checks payable to Syracuse PTO. Unless other arrangements are made when an order is placed, all items will be delivered to students at school.

MAILING ADDRESS: PTO Apparel, c/o Alissa Johnson, 211 Ash Street, Syracuse, NE 68446]

## Step 5

### **Give yourself a pat on the back for supporting the PTO!**

[Apparel sales is one way we raise money to sponsor special events for elementary students, purchase extra items teachers request for their classrooms, and fund other PTO activities.]

## QUESTIONS?

Contact our apparel coordinator at [sdaptoapparel@gmail.com](mailto:sdaptoapparel@gmail.com)