

# RSO T-Shirt and Screen Printing Order Requests

All t-shirt and screen printing requests must be turned in and a meeting scheduled with Robin Murphey **at least one month** prior to date needed.

**Request submission includes:**

- This form completed in its entirety and placed in the T-Shirt folder outside of CC024 in the Student Activities Center.
- A meeting with Robin Murphey, Residence Life Coordinator. Meetings can be scheduled by calling 272-7501 or emailing rso@bellarmine.edu.
- Black & white images in pdf or eps format emailed to rso@bellarmine.edu and copies attached to this form. Name files according to image location. Example: 2011\_RSOName\_Event\_Front.pdf or 2011\_RSOName\_Event\_Back.eps

**Please visit Broder at [www.broderbros.com](http://www.broderbros.com) for t-shirt, sweatshirt, etc. styles and colors.** The common t-shirt selection is Gildan 800. Please select more than one style/color option because at times the desired style/color combination is not available.

**Registered Student Organization (RSO) Name:** \_\_\_\_\_

**RSO Budget Account Number:** \_\_\_\_\_

**RSO Contact Name:** \_\_\_\_\_

**RSO Contact Email:** \_\_\_\_\_

**Event Name and/or Purpose of Order:** \_\_\_\_\_

**Event Date:** \_\_\_\_\_

**Desired Receive Date of Order:** \_\_\_\_\_

**RSO Contact Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Advisor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Image/Design Information** (Remember in pdf or eps, black and white format.)

- \* Number of Sides (Front, Back, Sleeve, etc.):
  
- \* Location of images on each side (Front Pocket, Back Centered, etc.):
  
- \* Ink Color(s) (Select colors from the Pantone Matching System at <http://www.cal-print.com/InkColorChart.htm>):
  
- \* Font Name(s) and Locations:

Vendor	Item Style	Color	Size	Quantity	Unit Price	Total Price
Example: Broder	Gildan 800	Black	Small	125	\$3.50	\$437.50
			Small			
			Medium			
			Large			
			X-Large			
			2X-Large			
			No Size Item			
			No Size Item			
<b>Total:</b>						

For Office Use Only:

Item Purchase RP #: _____ PO #: _____ Total Cost: _____	VP of Finance Approval _____ Screen Printing RP #: _____ PO #: _____ Total Cost: _____	Approval Date _____ Request Date: Item Receive Date: Updated January 1, 2011
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