



GROUP SALES: T-SHIRT ORDER FORM

GROUP SALES COORDINATOR:

Name: _____

Phone: _____

Email: _____

MAIL ORDER FORM & FULL PAYMENT TO:

Hope Over Heroin
PO Box 565
Wadsworth, OH 44282

Orders received by the 23rd of
the month will be delivered by
the 14th of the following month.

SHIP ORDER TO:

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

		T-SHIRT SIZE					
		Please enter the number of t-shirts being ordered by size & color					
COLOR	S	M	L	XL	XXL	XXXL	XXXXL
Black							
Orange							
Green							
Pink							
Blue							
Yellow							
TOTAL # shirts							
PRICE per shirt	\$17	\$17	\$17	\$21	\$23	\$25	\$27
TOTAL \$ per size (TOTAL SHIRTS x PRICE)							

TOTAL ORDER AMOUNT DUE: \$ _____

Please make sure all checks are payable to: **HOPE OVER HEROIN**. Return this completed form and checks equaling the TOTAL ORDER AMOUNT DUE above to: Hope Over Heroin, PO Box 565, Wadsworth, OH 44282.

GROUP SALES COORDINATORS are unable to take credit card payments. To pay by credit card, your customers can place their order with us directly by visiting our store at www.hopeoverheroin.com. When purchasing online, please ask your customers to type your name in the ORDER NOTES field on the CHECKOUT screen. All online orders will be shipped directly to the purchaser and should not be included on this form. Thank you!

GROUP SALES: T-SHIRT ORDER FORM INSTRUCTIONS

Thank you for supporting Hope Over Heroin and increasing awareness throughout the nation with a group t-shirt sales fundraiser. As our Group Sales Coordinator, we are here to make this as easy as possible for you every step of the way!

STEP 1: Add your information to the “**Group Sales Coordinator**” box on the T-SHIRT ORDER FORM. Please include your name, phone, email and order deadline date so your customers have all of your information and know when their order must be returned to you.

STEP 2: Get a copy of the T-SHIRT ORDER FORM to anyone who might want to buy them. There are lots of ways to do this:

- PRINT them & hand them out
- EMAIL them
- Set up a table in a public place and have a stack available for customers
- Make phone calls & take orders

STEP 3: Collect completed T-SHIRT ORDER FORMS and checks.

STEP 4: Complete the GROUP SALES – T-SHIRT ORDER FORM

1. Enter your contact & shipping information as Group Sales Coordinator.
2. Using all of the individual orders you received from people on the T-SHIRT ORDER FORMS, fill in the table with the number of t-shirts you need in EACH SIZE and EACH COLOR for the entire group order.
3. Add numbers in each size columns and enter “**TOTAL # shirts**” for EACH SIZE.
4. Multiply the “**Total # shirts**” X “**Price per shirt**” and enter “**TOTAL \$ per size**” for EACH SIZE.
5. Add “**TOTAL \$ per size**” amounts and enter “**TOTAL ORDER AMOUNT DUE**”
6. Make a copy of the completed form & checks for your records. Be sure to keep these copies with the individual T-SHIRT ORDER FORMS in a safe place. You will need them when your t-shirts arrive so you know which shirts belong to each customer.
7. Mail completed form and full payment with enclosed checks to: Hope Over Heroin, PO Box 565, Wadsworth, OH 44282. Be sure that enclosed checks equal the “**TOTAL ORDER AMOUNT DUE**”.

STEP 5: Receive t-shirt delivery. Orders are processed on the 23rd of each month and should be delivered to you by the 14th of the following month. Once you receive your t-shirts. Use the individual T-SHIRT ORDER FORMS to deliver the appropriate sizes and colors to your customers.

STEP 6: Wear your t-shirt with pride and know how thankful we are to have you as a volunteer and supporter of Hope Over Heroin!!

Please call us at 888-HOPE-777 anytime with questions or for help with your order.