



# REED

42-34 162nd Street, Flushing, NY 11358  
 Tel: (718) 461-7333 / Fax: (718) 461-7639  
 www.reedring.com  
 E-mail: customerservice@reedring.com

**Additional T-shirt orders you may need for faculty, PTA, absentees or new admits must be included with your first/original order to guarantee delivery before distribution date. A minimum of 24 t-shirts is required for additional orders. Production time is approximately 3 weeks.**

## FRONT SKETCH LAYOUT



Please sketch your design specifications or any other special instructions you may have to avoid any misprint.

**Any drawings/sketches/signatures made on this lay out won't be used as an acceptable artwork for printing.**

If interested in Design #2, Signature T-Shirt, please make sure to use a ball pen in blue or black ink only. No Erasures Please!

If interested in Design #3, Name Dropper T-Shirt, you are REQUIRED to email us your complete class list in alphabetical or class order using Microsoft Word file as an attachment. Font size 14-16 is required. Font style ARIAL is recommended.

For custom logo's, you may email the artwork using JPEG or PDF file only.

School \_\_\_\_\_

Grade \_\_\_\_\_

T-Shirt Color \_\_\_\_\_  
(If color blue, please specify - Royal Blue, Navy Blue, Light Blue)

Imprint Color \_\_\_\_\_

T-Shirt Design # \_\_\_\_\_  
(Stock Design #1 - Stock #24)

Custom Design \_\_\_\_\_  
(Artwork must be provided)

Total Quantity \_\_\_\_\_

Approved by \_\_\_\_\_ Date \_\_\_\_\_

T-Shirt Sizes	Quantity
Kinder/Youth X-Small (Size 2-4)	
Kinder/Youth Small (Size 6-8)	
Kinder/Youth Medium (Size 10-12)	
Kinder/Youth Large (Size 14-16)	
Adult Small	
Adult Medium	
Adult Large	
Adult X-Large (Size 1X)	
Size 2X (Additional \$2.00 / per)	
Size 3X (Additional \$2.00 / per)	
Size 4X (Additional \$2.00 / per)	

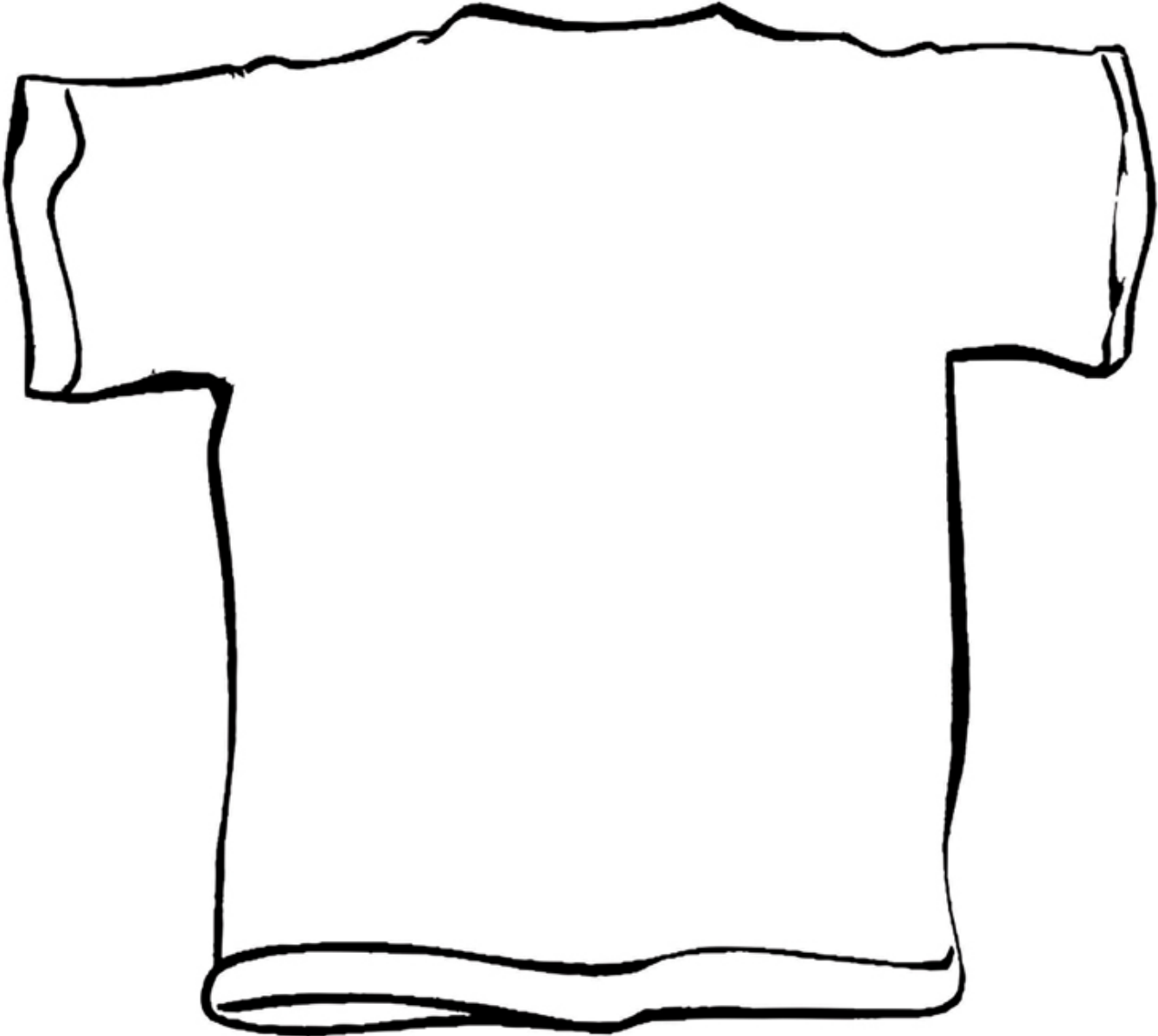


**REED**

42-34 162nd STREET  
FLUSHING, NY 11358  
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*Headquarters*  
FOR  
EVERY SCHOOL

**BACK SKETCH LAYOUT**



*Please sketch your design specifications on top to avoid any misprint and provide the following information we NEED before sending this layout back to our office immediately.*

SCHOOL \_\_\_\_\_ GRADE \_\_\_\_\_

# T-Shirt Size Chart

Size	A	B	C
SM	18"	28"	16.5"
MD	20"	29"	18"
LG	22"	30"	19.5"
XL	24"	31"	21"
2XL	26"	32"	22.5"
3XL	28"	33"	24"
Tol.	+/- 0.75"	+/- 1"	+/- 0.75"

