**Procedures for Ordering T-Shirts for Your Student Organization:**

1. Go to Bookstore and talk to Connie.
2. Indicate to her the quantity of shirts and sizes needed
3. Provide Connie with an Art File via email or bring it in on your flash drive.
4. Indicate how many colors of ink for the art and how many locations to be printed on the shirt.
5. Once Connie has all of the above she will give you a quote for the t-shirts.
6. Within two days Connie will send the art back to you for your organization’s approval. (This will include a picture of exactly what your shirts will look like)
7. Once you email Connie with the approval for your t-shirt design, they will be printed.
8. Connie usually has the t-shirts within two weeks from the date you approve the art. She will let you know if it will take longer than two weeks.

For questions on ordering t-shirts for your organization, please contact Connie Brant:

Connie Brant

Textbook Manager

Campus Bookstore

cbrant@mansfield.edu

570-662-4916

For questions on how you can get funding for t-shirts for your organization, please contact the COF Chair, Jason White.

Jason A. White
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