

## Want to Place a Custom Order?

You can become a Custom Order Intensive Representative for your Unit. With each custom order placed you will earn 5% FREE merchandise. If you order \$1,000.00/year or more you will become a Gold Star Rep. Which means, you will get 4 FREE gifts/year in new designs, garments, promotional products, or merchandise bucks.

To qualify as a Custom Order, you must order a total of 12 or more garments imprinted with the same design in the same location. You may choose one imprint color for light garments and one for dark garments.

### 10 Steps to a Custom Order

1. Decide if you want a Full Front or Left Chest design. *The Left Chest design can be imprinted on all of the garment styles, while, the Full Front designs can only be imprinted on the SSTY, SST, SSTL, LST, CNS, and HOOD.*
2. Choose a Design
3. Decide which item types and colors you want to offer to your unit. *While we offer many different garment styles and colors, most representatives choose to limit the selections by picking the most popular items and colors for their unit. You can get your coworkers involved in the decision making process. Take a vote. Usually, they choose 1-4 different styles. And 1-4 different colors (usually 2 light colors and 2 dark colors). You may specify only one imprint color for light garments and one for dark garments. \*Limiting the order is especially important if you are new to the Intensive Wear Custom Ordering Process.*
4. Decide how you would like to process the order. *For orders that are combined, tallied, and paid for with one payment there is no processing fee. For orders that require additional processing, there is a nominal fee of \$2.00 per individual order. This covers individual order forms, getting back to the customers for questions, individual payments, and dividing up each customers order into into their individual orders.*
5. Call, fax, or e-mail Intensive Wear with your pre-order information. We will create and send a custom order form(s) for your unit. The Custom Order form will include:
  - ▷ Design w/your hospital name or logo
  - ▷ Garment Styles & Colors
  - ▷ Imprint Colors
  - ▷ Order Form
  - ▷ Size Chart & Pricing
  - ▷ Contact Information
  - ▷ Closing Date for the Order
6. Pass Out Order Forms
7. Collect Order Forms
8. Send in Order
9. Check & Distribute Order
10. Enjoy!!

\*Shipping, Handling, & Insurance will be based on actual shipping costs.



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