



## 2012 Law Enforcement Torch Run



### T-shirt & Hat Order Form

#### Complete & Submit Page 1

via fax: 804-545-1010

via email: [torchrun@turnkeywow.com](mailto:torchrun@turnkeywow.com)

Online ordering & resources: [www.turnkeywow.com/sovatorchrun](http://www.turnkeywow.com/sovatorchrun)

Region:	Region Director:
Name:	
Agency:	
Address (NO PO BOX):	
City, State, ZIP:	
Phone:	Email:
In-Hand Date:	Estimated Return Date:

#### Product Descriptions:

1. **Stock T-shirt:** navy, short sleeve dri fit shirt with left chest imprint and full back imprint.
2. **Custom T-shirt (minimum 24 pieces):** navy, short sleeve dri fit shirt with custom left chest imprint and full back imprint. No returns on custom shirts. \*see custom art submission page 2
  - Name of logo:
3. **Baseball Caps** (Box of 24)
4. **Baseball Caps** (Individual pieces, minimum 6)

#### Order Quantities

Item	S	M	L	XL	2X	3X	Total
Stock Dri Fit SS Shirt, Navy							
Custom Dri Fit SS Shirt, Navy							
Baseball Caps (# of Boxes)							
Baseball Caps (# of Pieces)							

*All questions regarding financial matters should be directed to Special Olympics Virginia.*



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#### **For Your Reference**

(print and keep on file)

#### **Custom Art Submission:**

- 3" w x 3" h left chest imprint
- 1 color imprint only
- Submit to [torchrun@turnkeywow.com](mailto:torchrun@turnkeywow.com)
- Subject line: ART (AGENCY) & (Individuals Name)
- Allow 3 business days for proof
- Changes to proof take additional 2 business days
- Production begins AFTER art has been approved
- **No returns for custom shirts**

#### **Logo File Formats:**

- EPS, AI and CDR are preferred.
- High resolution black & white jpgs or tiffs may be acceptable, but will yield lower quality printing.

#### **Shipping Details**

- Standard imprint dri fit shirts and baseball caps ship within 3 business days of order approval.
- Custom imprint dri fit shirts ship within 8 business days of order approval and final art approval.

#### **Order Confirmation and Approval**

- Email confirmation sent within 48 hours
  - If you do not receive email confirmation, please call Client Care 800-405-7829
- All orders are subject to review and approval by Special Olympics Virginia

#### **Product Returns:**

- Complete "Return Form" included with initial shipment.
- Fax "Return Form" to 804-545-1010
  - ATTN: Torch Run Returns
- Email to [torchrun@turnkeywow.com](mailto:torchrun@turnkeywow.com)
  - Subject line: RETURN (Agency) – (Individuals Name)
- Ship to: Turnkey Promotions, ATTN: TORCH RUN RETURNS, 3310 Rosedale Ave, Richmond, VA 23230