Retail T-Shirt Order Form

CUSTOMIZE HERE

YOUR BEST AUDIENCE IS CLOSER THAN YOU THINK.

CommuniTees Order Form Instructions:

The order form on page 4 is completely editable and should be customized before giving it to customers. Customize the information, pricing, design and contact details for the business you're working with.

BASIC SETUP:

1. Customize the CommuniTees Logo

Replace the CommuniTees-XYZ logo with your customized CommuniTees logo.

2. Add Your Contact Information

Replace the sample information with the email address you want customers to use for completed orders.

3. Add Your Order Form Email QR Code

Use the Order Form Email QR Code you created in the Start Here template and place it in the designated QR code area.

4. Customize the Order Form

Review the products, sizes, pricing and other information. Change anything you need to fit the business you're working with.

5. Add the Business Design

Place the business's T-shirt design or artwork into the order form so customers can see exactly what they're ordering.

HOW CUSTOMERS USE THE FORM

Once you've customized the order form, it's ready for the business to share with its customers.

The customer simply:

1. Fills out the order form.
2. Takes a photo of the completed form.
3. Scans the QR code.
4. Attaches the photo to the pre-addressed email.
5. Sends it.

Always test the QR code before distributing or printing the order form.

PRO TIP:
Customize the order form with the business’s design before you meet with them. Bring it along with your sample or “gift” shirt.

It helps the business owner immediately visualize how the CommuniTees program can work for them.

EMAIL YOUR ORDER
Take a photo → Scan QR → Attach & Send
Or email: XYZ@123.com

YOUR EMAIL QR CODE

Date_____

Business Name _____

Contact Person _____

Phone or Email _____

Address _____

City _____ State _____ Zip_____

Special Instructions _____

_____

Standard garment available colors are black & heather gray. Other colors on request.

Minimum order: **15** garments (mix & match styles, sizes, colors)

T-SHIRTS



Small-XL: $15 each
2X $17.50 each
3X $19 each

CHOOSE COLOR

ENTER QUANTITY

	S	M	L	XL	2X	3X	= Total Qty
BLACK							
HEATHER GRAY							
OTHER							

Order Total $ _____

I'd be happy to calculate totals if you prefer – just fill in the quantities.