



**Longwood Career Center LCC**

138 Main Street · Yaphank, NY 11980

Phone 631-345-2147 · Fax 631-924-0753

careercenter@longwoodcsd.org

**LCC T-Shirt  
ORDER FORM**

Contact's Name: \_\_\_\_\_

Today's Date: \_\_\_\_\_

School: \_\_\_\_\_

Department: \_\_\_\_\_

Delivery Date: \_\_\_\_\_

All orders must be put in 3 weeks prior to your delivery date.

Website: \_\_\_\_\_

Item #/Name	Color	S	M	L	XL	XXL

**(please attach decal with changes you want made with the order form)**

**LCC USE: PRICING**

T-Shirt Quote	
Decal Quote	
Final Quote	

**:::Please acknowledge that you agree with the order and decal. Upon receiving your signature, you have assumed all responsibilities with regards to any typos or errors. Please review your order carefully:::**

Contact's Agreement Signature: \_\_\_\_\_ Date: \_\_\_\_\_

LCC Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Steps for ordering a T-Shirt

1.) Please go to either of the following websites and indicate the shirts you want with size and quantity by filling out the sheet above.

<https://www.cheapestees.com/>

2.) Send a logo you would like to be put on the product via email or fax and if there are any specific changes needed. We will contact the company and they will draw a mock up design and then send it back.

3.) When we receive the sample design, we will send it back to the contact person for their written approval. ONLY then, will we proceed with the order.

4.) Once confirmed, the LCC will give the contact person the information for them to order through their supply code (vendor and cost). The school or department will create a “Limited Blanket PO.”

5.) Please ensure it is delivered to:

**Longwood Career Center**  
**138 Main Street**  
**Yaphank NY 11980**

6.) Give 2 weeks time for your order to be ready from the time we receive the decals. We will be in contact when they arrive.

7.) We will send any final bill or receipt, so you can close the PO.

If you have any questions, please call us. We are here to help and make this process as easy as we can.