



# INSTRUCTIONS FOR COMPLETING THE CUSTOM DESIGN FORM

## FILLING OUT THE FORM

Please Note: You must fill out one Custom Design Form per custom garment.

### THE BASICS

- Start by filling out the top of your form to the best of your ability. If you know your account name and number, start there. If you are a new customer, please write “NEW” in the space provided for your account number.
- Please provide your phone number, e-mail address, contact name, and date you are submitting this request in the designated areas.
- Use the spaces provided to tell us how many potential pieces you will be ordering, the approximate size range you will need (i.e., AXS-AM or CS-AS), and your budget per garment. Please note: these are required fields. If you do not fill them out, Customer Service will be unable to quickly process your order.

### TELL US ABOUT YOUR GARMENT

- Please indicate what fabrics and colors you would like in your garment.
- Next, please indicate if you would like us to reference one of our styles or one of our competitor’s styles when creating your custom design. Do so by checking the box next to the appropriate line and indicating which style number to reference. If you would like us to show your custom design with a Special Order or In Stock style, please indicate the style number here.
- Please fill out the Embellishment Information section by indicating the number of embellishment quotes submitted for your custom garment. Please reference the custom embellishment sizes to determine your custom embellishment prices.
- Next, please use the checkboxes to indicate whether you are designing a men’s or women’s garment. Then check the appropriate garment type underneath. Please be sure to select a choice from all drop down menus that may be present underneath your style choice. For more information on these options, please refer to the current collateral. Please note: when choosing your gymnastics leotard logo color, please refer to the back of the current gymnastics Special Order catalog for a list of coordinating fabric colors. Logo colors must be contrasting and are subject to change.
- Please use the “Further Details” box to indicate any further instructions for your garment (i.e., I would like a v-neck leotard with solid sleeves and many style lines on the torso, or I e-mailed Heather a picture of our sketch).

### SUBMITTING YOUR CUSTOM DESIGN FORM

- If you would like, you can use one of GK’s base silhouettes to sketch out your design ideas, or you can just send us a drawing you made without the base. Please note: you do not need to provide this; however, it will help GK’s designers to better understand what you are looking for.
- PC Instructions: Save your Custom Design Form by clicking File > Print. Once in the print menu, save your pdf as a Primo PDF or a Nitro PDF by selecting the corresponding program from the print menu.  
Mac Instructions: Fill out your form in Safari. Once complete, click File > Print. Then click on the PDF button and Save As PDF button.
- Email your saved Custom Design Form and drawing to [custserv@gkelite.com](mailto:custserv@gkelite.com) or to your Customer Service Representative directly.