



INSTRUCTIONS FOR COMPLETING THE CUSTOM DESIGN REVISION FORM

Filling out the Custom Design Revision Form

Please Note: You must fill out one Custom Revision Form per custom garment you want to revise. (i.e., You will need 1 form for a custom cheer top revision and 1 form for a custom cheer bottom revision.)

THE BASICS

1. Start out by filling out the top of your form to the best of your ability. Include the name of the Customer Service Representative who assisted you with your previous submission if known. Your account name should be listed on your color picture.
2. After providing us with your phone number, email address, contact name, and date of the revision request in the spaces provided, please use the checkboxes to tell us what kind of custom garment you are revising. Please include the original estimate number given, which can be located on the color picture.
3. Please fill out the information regarding your order, such as potential pieces, approximate size range, budget per garment, and what style you would like your garment shown with (if applicable). Please Note: These are required fields, if you do not fill them out, Customer Service will be unable to quickly process your order.

INDICATING THE CHANGES

4. Using the checkboxes provided, please indicate the nature of the revisions. If you need to go into further detail, please use the space provided. (i.e., Instead of "C" Swirls, I would like "S" Swirls.) Changes can also be detailed on the color picture and sent to your Customer Service Representative separately. Please reference those types of changes here. Please Note: If you select embellishment change, you will need to complete the Custom Embellishment Form.
5. If you are updating your fabrics or colors, please indicate the new fabric and color choices in the space given. If you would like to specify fabric/color combinations for your warm up collar, piping or binding accents, please do so in the Further Detail section.

EMBELLISHMENTS

6. Please fill out the embellishment information section by indicating the number of embellishment quotes submitted for your custom garment. Please Note: You will also need to submit a Custom Embellishment Form for these embellishments, if you have not already done so.

SUBMITTING YOUR CUSTOM DESIGN FORM

7. If you would like, you can write and/or draw on the color picture of your custom garment that was provided to you by GK. This may help you to indicated your changes more clearly. Please Note: You do not need to provide this, however it will help GK's designers to better understand what you are looking for.
8. 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.
9. Email your saved Custom Design Form and/or revised color picture to custserv@gkelite.com or to your Customer Service Representative directly.