



INSTRUCTIONS FOR COMPLETING THE GYMNASTICS SPECIAL ORDER FORM

Filling out the Gymnastics Special Order Form

Please Note: Fill out one Gymnastics Special Order Form per garment.

WHEN WILL I USE THIS FORM?

This form is only for Special Order styles. This form will only be used when you are ready to place your final order and send it in. All embellishment forms, sequinz™ or crystal numbers, and virtuals must be done prior to filling out this form. This will be the very last form used once you approve the design and pricing with your customer.

HOW TO CORRECTLY FILL OUT THIS FORM?

The top half of page 1 is where you list where the order is being billed to and where it is being shipped to. The payment section is under that. If a credit card is already on file, only fill out the last four digits of the card.

Fill in the “Additional Notes” section if you were given a special price and it was approved by your GK coordinator or if the order needs to be in hand by a certain date.

The “Size Needed” box is where you will write the style number, size, and quantity of each size. If a leo is getting a long/short torso or shortened/longer sleeves, you will list it in the “Alterations Needed” column. Please list the alteration price in the “Alteration Price” column. If they are not getting any alterations, these two boxes will remain blank.

Please fill out the “Pricing” box to the best of your ability. Be sure to have the price of the leo listed in the additional notes section.

Please choose your preferred shipping method in the “Shipping Methods” box to the bottom right of page 1.

WOMEN'S SPECIAL ORDER

Please use the information on your virtual to fill out the “Fabrics and Colors” box. There is a column to the left on all virtuals that lists out which area is which (fabrics/colors). Match up the areas on your virtual to the areas in the “Fabrics and Colors” box.

In the “Options” box, please mark any additional options on the approved virtual you have. Side seam pockets only pertain to warm up jackets and pants. If you are ordering a leotard, skip the “Side Seam Pockets” option completely. The mesh lining options will also be listed on your virtual.

Please fill out the “Emroidery, Imprinting, and Imprintz™” section in the “Embellishment” box. If you ever get a custom embroidery done, it will come back in a 9EM number. Please list this in the “Jeweld Accent” box at the bottom of page 2. Below the “Emroidery, Imprinting, and Imprintz™” section, please mark whether the GK logo should be embroidered, jeweled, or sublimated. In the “Jeweled Accents” section, please list your custom 9HT, 9SQ, 9SP, 9EM and the colors. Please fill out all pricing sections.

MEN'S SPECIAL ORDER

Please reference the Women's Special Order information above when filling out the Men's Special Order Worksheet.

Once everything is completed and filled out, please send this form to your GK coordinator with the approved virtual.