INSTRUCTIONS FOR COMPLETING
THE WOMEN’S & MEN’S GYMNASTICS
SPECIAL ORDER WITH SUBLIMATION
PICTURE REQUEST FORM

FILLING OUT THE FORMS
Please Note: Fill out one form per garment.

WOMEN’S SPECIAL ORDER WITH SUBLIMATION REQUEST FORM

WHEN WILL I USE THIS FORM?
This form will only be used for Special Order styles ending in “S” out of our current catalog (for example: styles like 4896S, 7600S, and 9604S). You will need to have your pricing collateral to fill out this form. This form is NOT to be used for any SBG, SBW, or SBE styles. Please use the Sublimation Form for those styles.

HOW TO CORRECTLY FILL OUT THIS FORM FOR OMBRE SUBLIMATED STYLES?
To know if your style is an Ombre Sublimated style, reference the gray box next to the style in the collateral. It should say, “Ombre Sublimation Part of Design.”

• Page 1:
  On the top portion of this page, please fill out your normal gym account information. Next, fill out the information for the garment. Type in the style number and the fabric configuration number (A01, A02, etc). Turn to the collateral for guidance to fill out the rest of the garment information section. For Area A, choose your fabric, whether the area is sublimated or not, and how many color gradients there are if it is sublimated. Following this, type your colors in the “Color/Gradient” box. If sublimated, remember whatever color you list first will be the top color of the leotard followed by the additional colors beneath it. Continue through all areas listed. Don’t forget neck bindings- Area 1, if that is listed too.

• Page 2:
  Skip this section as it is for Sublimated Engineer styles only.

• Page 3 (Additional Apparel Option):
  Leave the boxes that say “Show with Style Number, Fabrics, and Colors” blank. Select sleeve length, leg cut, and logo color. In the “Further Detail” box, list any of the available jewels that come with that style.

If a customer wants an embellishment that isn’t listed for that specific style and will become custom or wants to change a jewel design to sequinz™ or spanglez™, you will fill out the “Embellishment Information” box below. Remember, each embellishment gets its own box for a description.

• Page 6:
  Use this list of available sublimation gradient colors to reference.

• Save document and send into your coordinator.
**HOW TO CORRECTLY FILL OUT THIS FORM FOR ENGINEERED SUBLIMATED STYLES?**

To know if your style is an Engineered Sublimated style, reference the gray box next to the style in the collateral. It should say, “Engineered Sublimation Part of Design.”

- **Page 1:**
  On the top portion of this page, please fill out your normal gym account information. Skip the bottom of page 1 as it is for Ombre Sublimated styles only.

- **Page 2:**
  Fill out the garment information. Type in the style number and the fabric configuration number (A01, A02, etc). Turn to the collateral for guidance to fill out the rest of the garment information. For Area A, choose your fabric, choose the letter you are referring in the design, and then list your color. Remember, an area can have multiple sections. Example: Area A could have letters R, S, and V listed. Then you would move to Area B. Make sure you are listing your colors in the CORRECT sections. This is why it is imperative to have the collateral to reference. Continue through all areas listed. Don’t forget neck bindings (Area 1, if that is listed too).

- **Page 3 (Additional Apparel Option):**
  Leave the boxes that say “Show with Style Number, Fabrics, and Colors” blank. Select sleeve length, leg cut, and logo color. In the “Further Detail” box, list any of the available jewels that come with that style.

- **Page 6:**
  Use this list of available sublimation gradient colors to reference.

- **SAVE Document and send into your coordinator.**

**MEN’S SPECIAL ORDER WITH SUBLIMATION REQUEST FORM**

- Fill out this form the same way as the Women’s Gymnastics Special Order with Sublimation Request Form.

- Once everything is completed and filled out, you send in this form to your GK coordinator.