

## **ATAC™ Sportswear 4 Step Ordering Process**

### **Step 1: Reserve Your Production Space**

A \$100.00 deposit (reservation payment) is required to secure a position in our Production Schedule.

Download and complete the Order Deposit Form

Email or Fax the completed Order Deposit Form to Customer Service

Email: [orders@atacsportswear.com](mailto:orders@atacsportswear.com)

Fax: 1-800-827-3483

You will receive an email from PayPal on behalf of ATAC™ Sportswear Inc. requesting the \$100 reservation payment. From there you choose your payment option within the PayPal website. \*Note that you do not require a PayPal account to pay by Credit Card or bank account.

Once your reservation payment has been received, you will then receive a timeline with due dates for all the information required to produce and deliver your order on time.

Please ensure that you forward the information to either [orders@atacsportswear.com](mailto:orders@atacsportswear.com) or 1-800-827-3483 and complete your 50% PayPal payment on or before the due date to avoid the need to reschedule your delivery.

### **Step 2: Design Your Product**

Sublimation printing allows the ultimate in design, creativity and flexibility on the latest in technical performance fabrics.

You can either:

- Add your colors and logos to one of our semi-custom designs to create your own personalized look
- Supply your own custom design
- Or, have our artists turn your concept into reality

All graphics and logos need to be in Vector format for printing. Please refer to our Artwork Specifications and Color Chart before your submission.

If you have questions during this process, please contact our Art Department directly by email at [art@atacsportswear.com](mailto:art@atacsportswear.com)

### **Step 3: Place Your Order**

#### **Complete our Product Order Form**

Download and complete our Product Order Form

Send your completed Product Order Form to Customer Service by Email or Fax.  
Email: [orders@atacsportswear.com](mailto:orders@atacsportswear.com)  
Fax: 1-800-827-3483

Please be sure to complete all details on the Product Order Form to avoid any errors or delay in processing your order. If you need help completing the form, Customer Service would be happy to walk you through the steps; you may reach them by email at [orders@atacsportswear.com](mailto:orders@atacsportswear.com) or by telephone at 1-800-827-3483

A 50% Deposit is due at the time of order. Orders of less than \$1,000.00 must be paid in full at this time.

Atac will send you an updated invoice and email from PayPal requesting your deposit payment. From there, you choose your payment option within the PayPal website.

#### **Sign & Approve Your Final Design**

ATAC™ will send you the final design for approval. A signed copy must be sent back to Customer Service by email at [orders@atacsportswear.com](mailto:orders@atacsportswear.com) or by fax at 1-800-827-3483 in order to start the Production Process. Once the design is signed, there will be no changes to the artwork, so please carefully look over all aspects of the design.

**Please note:** If any information from Step 3 is not received on or before the due date on your timeline, it may be necessary to reschedule your delivery. Therefore, it is very important that you follow Step 1 through 3 carefully and plan accordingly.

#### **Step 4: Final Payment**

Final Payment is due before your order is shipped. Shipments will not be sent out until the Final Payment is received. Once again, expect an email from PayPal on behalf of Atac Sportswear Inc. requesting the remaining balance.

Please note that e-check payments require 10 working days to process. If you chose this option, please allow sufficient time for your e-check to clear to avoid any shipping delay.

Thank you for choosing ATAC™ Sportswear...Enjoy your Custom Apparel!