

Process/Guidline for Ordering Panhandle Pathway Merchandise

Source:

JT's Shirt Shack AKA Web Printing-
315 North West St,
Winamac, IN 46996
574 946 3551 webbpri@pwrct.com

1. Purchaser wants an item
2. Provide purchaser with order form (Next page)
3. Purchaser fill out order form
 - 3.1. If Purchaser is FoPP, for Publicity or?, FoPP will do this
4. Purchaser gives order form and money to FoPP Director or Officer
 - 4.1. If FoPP order, money will be handled when invoice received from JT
 - 4.2. Be sure to collect postage if item is to be shipped
5. FoPP Give order form to JT / Web printing
6. FoPP Deposit payment in checking account
7. JT / Web printing creates the merchandise
8. JT / Web Printing notify FoPP Director or Officer that item(s) are completed
9. FoPP Director or Officer picks up the item(s)
10. JT / Webb printing submits invoice to FoPP
 - 10.1. If not hand delivered then send to PO Box 153 Winamac, IN 46996
11. FoPP Director or Officer delivers items to the Purchaser.
 - 11.1. Ship or hand deliver as required
12. JT/Webb Invoice delivered to the Treasurer for payment
13. FoPP Check written and countersigned (no meeting approval is required)
14. FoPP Check delivered to JT / Webb Printing.

Order form on next page

Order Form

Panhandle Pathway

| Item | Sizes | Retail \$\$\$ | Addition |
|-------------------------|----------|---------------|--------------|
| Polo | S - XL | \$19 | 2XL up + \$3 |
| Bag | One Size | \$12 | None |
| Tee | S - XL | \$10 | 2XL + \$2 |
| Sweatshirt | S - XL | \$18 | 2XL + \$2 |
| Hood | S - XL | \$25 | 2XL + \$3 |
| Wind Shirt | S - 5XL | \$28 | None |
| Ball Cap | One Size | \$15 | None |
| | | | |
| Shipping & Handling \$8 | | | |

Please mark the size and quantity of each item.

| | S | M | L | XL | 2XL | 3XL | 4XL | 5XL | TOTAL \$\$\$ |
|------------|---|---|---|----|-----|-----|-----|-----|--------------|
| Polo | | | | | | | | | |
| Tee | | | | | | | | | |
| Sweatshirt | | | | | | | | | |
| Hood | | | | | | | | | |
| Wind Shirt | | | | | | | | | |
| Ball Cap | | | | | | | | | |
| Bag | | | | | | | | | |

Please Make Check Payable To **PANHANDLE PATHWAY**

Mail to FoPP PO Box 153 Winamac, IN 46996

Or pass to a FoPP officer or director

Name: _____

Address: _____

Phone #: _____

| | |
|---------------------|---------------|
| TOTAL \$ | _____ |
| SALES TAX 7% | \$0 |
| SHIPPING: | \$8.00 |
| TOTALS | _____ |

Check # _____

Email: _____