

# PRINT LAB

## T-Shirt Order Form

### STEP 1 COMPLETE CHECKLIST

#### DROP OFF HOURS Mon - Fri 10am-3pm

- File format: Photoshop EPS in RGB or Grayscale.
- Jobs must be submitted on flash drive with completed form, no emails allowed.
- Previously worn garments must be prewashed. Unwashed garments will not be printed.
- All garments must be 100% cotton or cotton blends (60/40). Cotton blends may not produce desirable results. *We can not print on 100%polyester*
- Orders must be paid in full prior to printing.
- 1-2 day Turnaround, depending on volume.
- Students must supply garments for printing.
- Limit two shirts per person, larger orders on consideration.

### STEP 2 GARMENT INFORMATION

Name:  Date:

Phone:

Email:

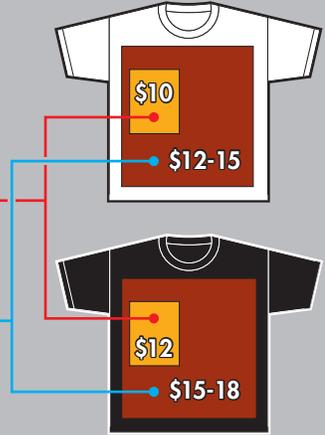
Garment Style:  T-Shirt  Sweat Shirt  Other:

Size:  SM  M  L  XL  XXL

Garment Type:  Light  Dark

Small Print Area:  8.5" x 11"

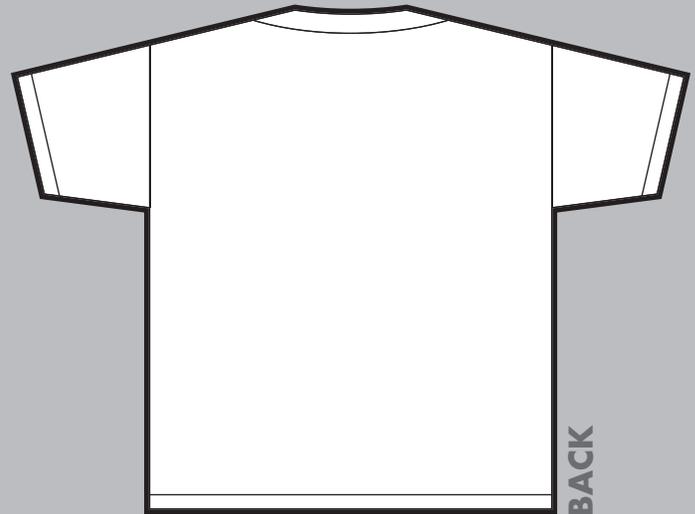
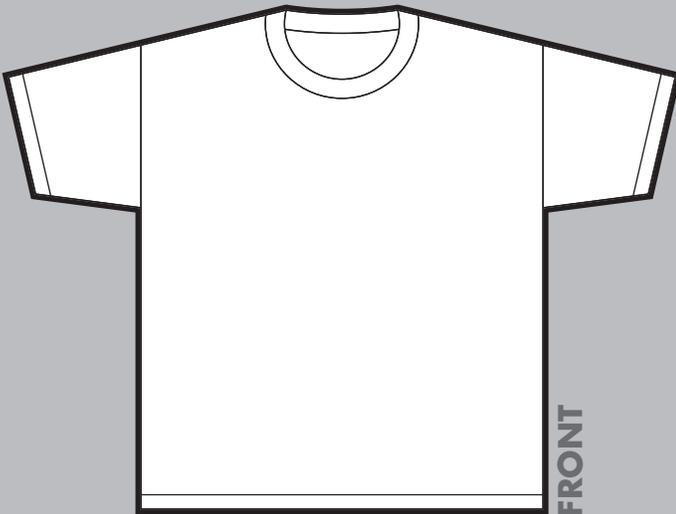
Large Print Area:  16.5" x 24"



File Name:

### STEP 3 GRAPHICS PLACEMENT

- IMAGE PLACEMENT:** Please sketch placement of artwork on garment using T-shirt outlines.
- IMAGE SIZE:** Please write approximate dimensions of image on sketch.



#### Additional Notes

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Printed fabrics contain very low levels of formaldehyde but still exceed Oeko-Tex Standard 100. It is highly recommended to wash printed garments before wearing, as there may be a residual amount of chemicals in the fabric.