



2016 Rep. Uniform Ordering Procedure

Attention Waterloo Coaches and Managers,

Please complete the following steps to ensure that your team's uniforms and equipment are ordered correctly.

1. Book your sizing appointment by e-mail starting **Monday January 18th**.
2. Complete and submit your Uniform Order Form by the deadline.
3. Complete and submit your Specific Numbering & Embroidery Form(s) by the deadline.
4. Submit your sponsor logo(s) in the proper format & by the deadline.

Sizing appointments will be available for each team and will be held at **RIM PARK on February 6th & 7th**. **No individual appointments will be accepted.** Sizing appointment requests must be e-mailed to richie@sportslink.on.ca

- As the time slots are **25 minutes**, please ensure that your players are on time for the appointment.
- All the apparel **except the jersey** is exactly the same as last year. Returning players can use last year's sizes before the fitting to determine their size on these items.
- Please have a manager or team representative at the appointment to record players sizes.

All forms (including sponsors) must be submitted by Monday February 15th.

Specific Numbering Requests: **Numbers 1-68 and 70-99** are approved to be applied to the jerseys. If we do not receive specific numbers by this date, we will select them for you.

Sponsor Logo(s): All sponsor information must be submitted by **Monday February 15th**. If specific screening colors are not provided we will print them in the recommended printing colors. Logos are only permitted on the front & sleeves. **No logo on the back & only one sponsor logo is to be placed on the front.**

Artwork Specifications:

- Logos submitted in **JPG, TIF, BITMAP, PNG, GIF, MICROSOFT WORD/EXCEL, POWERPOINT, PCX, files** are **NOT** acceptable formats and are subject to an artwork charge of **\$30/hour**. If logo(s) are sent in any of these formats the team will be billed accordingly.
- When asking for logos from sponsors it is best to contact the company's marketing department.
- Only vector artwork in Adobe Illustrator 9 & Corel Draw 16 or lower is considered order ready. Artwork must be provided in spot colors and all text converted to curves.
- See explanation of Vector Art attached.



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Payment Procedures:

ALL payments will be made directly to **The Sports Link** at the time of uniform pick-up. Delivery of all apparel and accessories is typically April 30th - May 7th. An invoice will be issued **24 hours** prior to the scheduled pick-up appointment and a copy will be e-mailed for your approval. Payment is to be made by team cheque.

Helpful Hints & Notes:

- Make sure all deadlines are met.
- Once completed all forms can be e-mailed to richie@sportslink.on.ca
- If we have screened a sponsor logo on your teams jerseys in previous years you do not have to submit it again. We have included a box on the right hand side of the screening form for you to indicate if the sponsor is a re-peat “R” or new “N” sponsor logo. See sample form provided.
- **ALL forms must be typed. No hand written forms will be accepted.**
- If you think you will require extra uniforms or a jersey for a sponsor please order them in advance. The cost & delivery timeline in season for one jersey is very expensive.
- Double check all orders and forms prior to submitting.
- One color screening logos are the easiest and most cost effective.
- You may submit your forms prior to the deadline if you have them done.
- **Two** embroidered letters or numbers are included in the prices provided. Any more than two will be billed accordingly. Each extra initial or number is \$3.00.
- When sending e-mails **PLEASE** indicate your teams age group in the subject line. e.g. Waterloo U12A Boys
- If you don't know ask. We are here to help so don't hesitate to call or e-mail anytime.

Contact Info.

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