Clothing Purchase steps & E mail Templates

Instructions:

1. Note: Only USG conducts large-scale apparel giveaways, open to all fee-paying students. RSO’s must focus on apparel for only their current members. Do not “stockpile” or order extras. Provide the USG Treasurer with the names, netids and sizes of all who will receive a piece of printed apparel or other giveaway. Each recipient must sign for their gift.

2. UConn has designated specific suppliers for Printed Clothing and Novelties. Use supplier List, and visit their websites, to find a specific item you want. Find or develop the graphic image you want printed on the items. (Hack: if you cannot find one, email the supplier, and ask them to design one).

3. Use the email template below to send an email to your chosen supplier on the list. Attach the design graphic and wording you want. (If you prefer a specific font style, specify that.).

4. In your e mail, be very specific about what you want: example- not "sweatpants”, rather, “100% cotton fleece jogger sweatpants”. This assures supplier is providing what you want.

5. Indicate Quantity and sizes. ( Fifty (50) 100% cotton fleece jogger sweatpants: 34 small, 7 medium, 6 Large, 3 2X).


Sample E mail Template

Clothing and Novelty Vendors

Darter Specialties
Michelle Byron
P.O. Box 88
Cheshire, CT 06410
(203) 322-3390
Michelle@darterpress.com

To: Michelle@darterpress.com
From: <insert YOUR uconn email address>
Cc: Amanda.Carducci@UConn.edu ; daniel.oreilly@uconn.edu
Re: UConn Hartford Ultimate Frisbee club t shirts
Date: < insert specific date, at least 4 weeks prior to needed date>
Attachments: <attach design graphic and printing requirements>

Please provide a price quote and a proof, by <INSERT Date and Time (48 hours from e mail send)> for the following:
Quantity of 24 Hanes ComfortSoft 100% Cotton T-Shirts Item # NIMIF-LNUHS
Color: Navy Blue Sizes: (15 Small; 4 Medium, 3 Large, and 3 2XL).
Center frisbee graphic on back. Circle and wrap the wording (UConn Hartford Ultimate Frisbee Club) around the Frisbee image. Use “Comic Sans” or similar font.
Shirts needed for: First Tournament: 2/26/20. Please deliver by 2/24/20
Bid covered by UConn contract # UC-17-JL101515

Name
Contact phone #

NEXT Steps:
At deadline, 1) email bid quotes, and design proofs to: Daniel.oreilly@uconn.edu and Amanda.Carducci@uconn.edu.
2) Submit you budget request before 12 noon Friday. SAO will submit order via UConn HuskyBuy system, and notify you when items arrive. Check you e mail and calls for contacts from the clothing supplier.