

# Atac Ordering Process

Plan ahead. Use our 4 stage program to organize your order so you can plan your delivery to your needs.

Stage 1 – Order Deposit and Design

Stage 2 - Complete, 50% Deposit, Verify and Approve

Stage 3 - Payment and Relax

Stage 4 - Receive your shipment

## Stage 1 8+ weeks before your order is shipped

**Place Your Order** at least 8 weeks prior to the shipping week. A \$100.00 deposit will be required to secure a position in our Production Schedule. Your deposit can be paid by VISA, Mastercard (U.S. only), AMEX (U.S. only), or Paypal. Download and fill out the Order Deposit Form.

**Design** your jersey at least 8 weeks prior to the shipping week. Use our semi custom designs, create your custom design with our Art Department, or use your own artist. Remember to email all of your logos needed in Vector format. Please refer to our Artwork Specifications and Color Chart for your submission.

## Stage 2 7+ weeks before your order is shipped

**Complete** your order form at least 7 weeks before your order is shipped. Send your order form to Customer Service; only complete order forms will be processed.

A **50% Deposit** is due at this time; your deposit can be paid by VISA, MasterCard (U.S. only), AMEX (U.S. only), or Paypal. Orders under 12 pieces must be paid in full at this time.

**Verify** your final order. Atac will send you a confirmation of your order via fax or email. This will include the details of the final order with your sizing. It will include your production and artwork timeline that must be followed in order to maintain your reservation in the Production Schedule. No changes to the order or sizing can be made after the verification process.

**Approve** your final design at least 6 weeks from shipping week. Atac will send you the final design for approval. A signed copy must be sent back to Atac in order to start the Production Process. Once the design is approved, there will be no changes to artwork after this point, so look over all aspects of the design.

**Please note! If any information from Stage 2 are missed after 6 weeks out from your shipping week (even by one day!), you will be rescheduled 6 to 8 weeks from your ORIGINAL SHIPPING WEEK.** Therefore it is very important that you follow Step 1 and 2 carefully and plan accordingly.

The production process has started! The Atac Sportswear team is working hard to get your order in perfect form!

### **Stage 3** 5 weeks to 1 week before your order is shipped

**Final payment** is due during this time. Shipments will not be sent out until final payment is approved.

**Relax** while your garments are being made in our Pacific Northwest factory with attention and care.

### **Stage 4** Your order is being shipped!

Please allow at least 10 days for shipping.

Thank you for ordering a quality garment from Atac Sportswear...enjoy!