

To ensure you get your product when you need it, we ask that you use the following timeline and submit the completed calendar to your Elite Sales Representative.

Please use this calendar to schedule your events and make notes on the following:

- First CCC Event
- Company Pep Rally
- Big Bike Challenge ride dates (Aug 26 - Sept 10)
- Contact Elite to begin the ordering process – (4 Weeks prior to when goods are needed)
- Order to be finalized with Elite – (3 Weeks prior to when shirts/promotional items are needed)
- Artwork to be submitted to Elite – (3 Weeks prior to when shirts/promotional items are needed)
- Artwork to be approved by you – (2 Weeks prior to when shirts/promotional items are needed)
- August 20 is the final day to order shirts/promotional items from Elite. Anything ordered past this date is not guaranteed to be ready for the CCC Kick Off on Sept 10.



Elite – Calgary Corporate Challenge 2010 – Ordering Package

*An easy to fill out, easy to email, electronic copy this form can be found online at: www.calgarycorporatechallenge.com or www.elitesportswear.com/corporatechallenge.html

This ordering package is an organizational tool for you to use when ordering t-shirts or promotional items from Elite. By filling out the following information and submitting this to our sales team, it will allow us to provide you with the best service possible. Thank you for your time.

JUNE

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	★ EARLY BIRD SPECIAL : Submit your order to Elite by Monday July 5 and get 10% OFF your entire order!		

JULY

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
				1	2	3
4	5 EARLY BIRD SPECIAL - DEADLINE	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

AUG

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20 ELITE ORDER DEADLINE	21
22	23	24	25	26	27	28
29	30	31	BIG BIKE Challenge in August 26 - Sept 10			

SEPT

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
			1	2	3	4
5	6	7	8	9	10 CCC KICKOFF	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25 Last Day of Competition
26	27	28	29 CCC Closing Ceremonies		Corporate Challenge Games Sept 10 - Sept 25	

★ AUG 20th is the final day to order products from Elite. Anything ordered past this date is not guaranteed to be received for the CCC Kickoff on Sept 10.

Company Information

Company Name:

Address:

Hours of Operation:

Additional Notes:

CCC Coordinator / Contact Information

Name:

Phone:

Fax:

Email:

Alt Phone (Cell):

Contact during office hours? Yes No

If No, please specify when is the best time:

Best way to contact: Phone Email Other: _____

Absent from office on these days:

Additional Notes:

Alternate Person Contact Information

Name:

Phone:

Fax:

Email:

Alt Phone (Cell):

Contact during office hours? Yes No

If No, please specify when is the best time:

Best way to contact: Phone Email Other:

Absent from office on these days:

Additional Notes:

Order For Team's CCC Shirts

CCC Big Bike Challenge Info

Participating in the Big Bike Challenge? Yes No

When is the ride date?

Are the shirts required for this date? Yes No

Additional Notes:

CCC Team Shirts

Total Shirts Needed:

Shirt Description/Style Number:

Color of Shirt:

Shirt Sizing/Quantity Needed: **An Elite Sales Representative will contact you if the garment style chosen doesn't come in a specific size**

X Small:

Small:

Medium:

Large:

X-Large:

2XL:

3XL:

4XL:

Additional comments about the product:

Additional Notes:

Artwork for our CCC Team Shirts

Artwork is going to be supplied by: A designer in our firm Elite Sportswear will create concept Other: _____

The artwork will be supplied to Elite by the following: Email on disk (CD) paper color hardcopy Other: _____

The following file formats, for electronic supplied art, as recommended by Elite Sportswear are:

Vector based artwork in the following method:

Illustrator (.AI) (version CS3 or lower)

Illustrator (.EPS) (version CS3 or lower)

Freehand (.FH11) (version MX or lower)

The number of colors that need to be printed on the garment are: _____

If ordering a shirt color other than white, please add an extra color, for a white underlay ink.

It will be needed when printing on any colored garments.

Additional comments about the artwork:

Ordering Other Products

Additional Item #1

Item name:

The style number/description:

Total Quantity:

Color:

Size Breakdown/Quantity of each: **(if applicable)**

X Small:

Small:

Medium:

Large:

X-Large:

2XL:

3XL:

4XL:

Additional comments about the product:

Additional Notes:

Additional Item #2

Item name:

The style number/description:

Total Quantity:

Color:

Size Breakdown/Quantity of each: **(if applicable)**

X Small:

Small:

Medium:

Large:

X-Large:

2XL:

3XL:

4XL:

Additional comments about the product:

Additional Notes:

Elite Sales Representative – Contact Information

Elite is committed to reporting back to all inquiries within 48 Hours.

Upon confirmation of our CCC participant list, a sales representative or coordinator will be in contact with you. Please expect an email from us during the month of May detailing who you will be working with from the Elite office.

Chris Billingsley

Elite Sportswear & Awards Ltd.

10-2239 Pegasus Way NE

T2E 8T2

Ph: 403-291-6174

Fax: 403-730-5415

Cell: 403-630-0040

Email: calgary@elitesportswear.com

In an effort to help serve you better, we have two dedicated Elite Order Coordinators that may help you with any questions regarding your order. Please feel free to contact them with any questions you may have.

Elite Order Coordinators:

Christina Frenette or Leah Thordarson

Available Monday to Friday, 8:30 am to 5:00 pm

Ph: 403-291-6174 Email: calgary@elitesportswear.com

