

# 4

## BUILD YOUR ORDER

Take a note on the garments, embellishment & prints you like and ask your students which size they require.

- *There are no top up orders for Custom Garments allowed below minimum order quantities.*
- *Please ensure new students have been considered in your initial order.*
- *If any subsequent orders are required, then the order must meet minimum order quantities.*

### ORDER

Our size and tally table (below) allows you to compile your students' selections before completing the order form. Sizing is unisex, so it's easy to gather your list of sizes.

#### Primary school unisex size chart

Size	10/3XS	12/2XS	14/XS	16/S	18/M	TOTAL
Chest [cm]	73	78	83	88	93	
Order quantity						

#### Secondary school [VCE] unisex size chart

Size	12/2XS	14/XS	16/S	18/M	L	XL	2XL	3XL	TOTAL
Chest [cm]	78	83	88	93	98	103	108	113	
Order quantity									

#### NOTES:

### FAQ

#### Where can I find an order form?

Use the order forms for Primary and Secondary in the back of this catalogue, or download online from [psw.com.au/brochures.html](http://psw.com.au/brochures.html)

#### How to submit an order?

Orders are filled out and sent to Email: [graduations@psw.com.au](mailto:graduations@psw.com.au)

#### Care instructions

It's always important to wash garments as per the washing label. Please do not use products like bleach, Napisan or fabric softener as they erode the glue used to adhere the print. Gradwear garments should not be chemically treated or soaked in the process of washing.

# 5

## APPROVE YOUR ORDER [ Terms & Conditions ]

PSW will send out your order with a payment invoice to the school.

The manufacturing process (lead time) for your garment starts from the moment you electronically approve your artwork through our artroom portal, and your order is received.

**1. EARLY BIRD!** - order with sizes, quantity, & artwork received by October 30, for delivery to your school by February 1, 2019.

**2. ALL STOCKLINE CATALOGUE GRADWEAR GARMENTS** - 8 WEEKS lead time for delivery from:

1. Receipt of Artwork approval.
2. Receipt of Order.

**3. VARSITY JACKETS & RUGBY JUMPERS** - 12 weeks lead time for delivery from:

1. Receipt of Artwork approval.
2. Design and Artwork signoff.

**4. EXCLUSIVE DESIGN OPTIONS** - Customer special orders 16 week lead time [Jackets & Custom Rugby Colours] from:

1. Receipt of Artwork approval.
2. Minimum order of 50 for exclusive designs.

**5. MINIMUM ORDER QUANTITIES** - the minimum order are as follows:

- |                   |         |
|-------------------|---------|
| 1. Stockline      | QTY 30  |
| 2. Rugby Jumper   | QTY 50  |
| 3. Varsity Jacket | QTY 100 |

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## CLASS LISTS

- If you are listing student names in your design please visit [psw.com.au/brochures.html](http://psw.com.au/brochures.html) for our class list template.
  - Completed class lists should be emailed to [graduations@psw.com.au](mailto:graduations@psw.com.au) [Note: PDF or scanned versions will not be accepted and must be excel format only].
  - Our process is then to take your file and directly copy and paste names into the design, so please ensure all spelling is checked.
  - The design will then be sent back to you to check all names and give final approval for production of your order.
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# ORDER FORM SECONDARY

**Your details**

School name	Account no.	Date
Contact name*	Email	Contact no.

\*PSW strongly recommends having one key person responsible for coordinating your Gradwear order.

Please make contact with your account manager or the Gradwear Hotline on 1800 337 396 if you would like assistance with placing your order.

## 1 SELECTION Choose your garment style & fabric colour

Product code								Colour code	
Size (chest)	12 / 2XS (78cm)	14 / XS (83cm)	16 / S (88cm)	18 / M (93cm)	L (98cm)	XL (103cm)	2XL (108cm)	3XL (113cm)	Total
Order quantity									

## 2 FRONT DESIGN Select the embellishment / print for the front of your garment

Select design						Select embellishment option		Select print colour/s <i>Note: NHI Printing only</i>									
<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input type="checkbox"/> 6	<input type="checkbox"/> One Colour NHI Printing	<input type="checkbox"/> Two Colour NHI Printing	<input type="checkbox"/> Black	<input type="checkbox"/> Red	<input type="checkbox"/> Yellow	<input type="checkbox"/> Sky	<input type="checkbox"/> Emerald	<input type="checkbox"/> Maroon	<input type="checkbox"/> Gold	<input type="checkbox"/> Royal	<input type="checkbox"/> White	<input type="checkbox"/> Navy
<input type="checkbox"/> 7	<input type="checkbox"/> 8	<input type="checkbox"/> 9	<input type="checkbox"/> 10	<input type="checkbox"/> 11	<input type="checkbox"/> 12	<input type="checkbox"/> Embroidery	<input type="checkbox"/> Full Colour HD Printing	<input type="checkbox"/> Black	<input type="checkbox"/> Red	<input type="checkbox"/> Yellow	<input type="checkbox"/> Sky	<input type="checkbox"/> Emerald	<input type="checkbox"/> Maroon	<input type="checkbox"/> Gold	<input type="checkbox"/> Royal	<input type="checkbox"/> White	<input type="checkbox"/> Navy
<input type="checkbox"/> 13	<input type="checkbox"/> 14	<input type="checkbox"/> 15	<input type="checkbox"/> 16	<input type="checkbox"/> 17	<input type="checkbox"/> 18												
<input type="checkbox"/> 19	<input type="checkbox"/> 20	<input type="checkbox"/> 21	<input type="checkbox"/> 22	<input type="checkbox"/> 23	<input type="checkbox"/> 24												

## 3 BACK DESIGN Select the print for the back of your garment

<input type="checkbox"/> <b>One Colour NHI Printing Option</b>																					
Select print design									Select print colour												
<input type="checkbox"/> A	<input type="checkbox"/> B	<input type="checkbox"/> C	<input type="checkbox"/> D	<input type="checkbox"/> E	<input type="checkbox"/> F	<input type="checkbox"/> G	<input type="checkbox"/> H	<input type="checkbox"/> I	<input type="checkbox"/> J	<input type="checkbox"/> K	<input type="checkbox"/> L	<input type="checkbox"/> Black	<input type="checkbox"/> Red	<input type="checkbox"/> Yellow	<input type="checkbox"/> Sky	<input type="checkbox"/> Emerald	<input type="checkbox"/> Maroon	<input type="checkbox"/> Gold	<input type="checkbox"/> Royal	<input type="checkbox"/> White	<input type="checkbox"/> Navy
<input type="checkbox"/> <b>Two Colour NHI Printing Option</b>																					
Select print design									Select print colours												
<input type="checkbox"/> M	<input type="checkbox"/> N	<input type="checkbox"/> O	<input type="checkbox"/> P	<input type="checkbox"/> Q	<input type="checkbox"/> R	<input type="checkbox"/> S	<input type="checkbox"/> T	<input type="checkbox"/> U	<input type="checkbox"/> V	<input type="checkbox"/> W	<input type="checkbox"/> X	<input type="checkbox"/> Black	<input type="checkbox"/> Red	<input type="checkbox"/> Yellow	<input type="checkbox"/> Sky	<input type="checkbox"/> Emerald	<input type="checkbox"/> Maroon	<input type="checkbox"/> Gold	<input type="checkbox"/> Royal	<input type="checkbox"/> White	<input type="checkbox"/> Navy
<input type="checkbox"/> <b>Full Colour HD Printing Option</b>																					
Select full colour print design									Select full colour combination												
<input type="checkbox"/> Y	<input type="checkbox"/> Z	<input type="checkbox"/> AA	<input type="checkbox"/> BB	<input type="checkbox"/> CC	<input type="checkbox"/> DD	<input type="checkbox"/> EE	<input type="checkbox"/> FF	<input type="checkbox"/> GG	<input type="checkbox"/> HH	<input type="checkbox"/> II	<input type="checkbox"/> JJ	<input type="checkbox"/> Colourway 1 Gold/Blue #1322	<input type="checkbox"/> Colourway 2 Blue/Maroon #1323	<input type="checkbox"/> Colourway 3 Red/Maroon/Gold #1324	<input type="checkbox"/> Colourway 4 Green/Gold #1325	<input type="checkbox"/> Colourway 3 Red/Orange/Blue #1326	<input type="checkbox"/> Only colour shown/Custom colourway				
Select class list style																					
<input type="checkbox"/> Text Please download Excel "Class List" template from <a href="http://psw.com.au/brochures.html">psw.com.au/brochures.html</a> We need this before we can prepare artwork. PDFs and scans/image not accepted.																					
<input type="checkbox"/> Signatures We will post you a template for your students to sign. Please contact the Gradwear Hotline 1300 309 164 or your account manager.																					

I, \_\_\_\_\_ agree with the terms and conditions [AS OUTLINED ON PG 25], and hereby authorise PSW Pty Ltd to commence the production of our Gradwear 2019 order.

I understand there is an 8 week lead time on all STOCKLINE orders (Varsity Jackets & Rugby Jumpers 12 weeks lead time, custom garments 16 weeks lead time) from the time both the order is received and the artwork has been APPROVED.



Signature: \_\_\_\_\_ Position: \_\_\_\_\_ Date: \_\_\_\_\_

\* PSW reserve the right to refuse any amendments to artwork and/or orders after they have been officially approved by the school.