



SERVICE FORMS AND GRAPHICS, INC.

100 Tower Drive, Suite 236
Burr Ridge, IL 60527-5721
Phone: (630) 789-3898
Fax: (630) 789-3897
serviceforms@sbcglobal.net

"servicing"

JAMES WARD UNIFORM ORDERING INSTRUCTIONS

1. Go to: jamesward.logoshop.com
2. Create an Account
3. Fill in personal information (including all mandatory fields with asterisks)
4. Scroll down and SAVE PROFILE
5. Scroll to top of page and click on "HOME" to begin shopping
6. Click on product you would like to order
7. Select "Add to Shopping Cart" then enter the quantity and select size
8. IMPORTANT – You must enter the **STUDENT'S NAME, GRADE AND ID NUMBER** in the Additional Information Box.
9. Select "Add to Shopping Cart"
10. Return to "Home" to continue shopping and select another item – repeat steps 6 and 7 for each item you order
11. When order is complete, select "Checkout"
12. Review items in your shopping cart. Make sure you've entered the quantity and size. Scroll down to bottom of page and click on "Continue"
13. Review Billing and Shipping information. Billing should be your name and address where your credit card is billed to. Shipping information here will be automatically filled in with same information as your bill to address. **ITEMS WILL BE DELIVERED TO YOUR STUDENT AT THE SCHOOL TO THEIR ROOM NUMBER**. Scroll down and click on "Continue"
14. Scroll to bottom to "Payment Information" and select payment type and credit card type
15. Enter your credit card information and then click "Submit Order". (There cannot be any spaces between credit numbers)
16. An email confirmation of your order will be sent to the email address you use when you set up your account profile

James Ward Uniform Order

Cash or money order- No personal checks, refunds or returns
 Money order should be payable to Service Forms and Graphic
 100 Tower Drive #236 • Burr Ridge, IL 60527
 Contact: Sue or Jim 630-789-3898

Student Name _____ Grade Level _____

Parent Name _____ Phone _____

<u>Item</u>	<u>Color</u>	<u>Size</u>	<u>Quantity</u>
1. <u>Youth</u> Short Sleeve Polo Shirt - JW72800B	Navy	S M L XL	_____
2. <u>Adult</u> Short Sleeve Polo - JW72800	Navy	S M L XL 2X 3X 4X 5X	_____ _____
3. <u>Adult</u> Sierra Pacific Full Zip Fleece - JW3061	Navy	S M L XL 2X 3X 4X	_____ _____
4. <u>Youth</u> Team 365 Full Zip Fleece - JWTT90Y	Navy	S M L XL	_____

James Ward Gym Uniform Order

1. Gildan Tee Shirt - JW5000 <i>(Youth & Adult)</i>	Navy	YXS YS YM YL YXL AS AM AL AXL A2X A3X	_____ _____ _____
2. Gildan Crewneck Sweatshirt - JW18000 <i>(Youth & Adult)</i>	Navy	YS YM YL YXL AS AM AL AXL A2X A3X A4X A5X	_____ _____ _____
3. <u>Youth</u> Gildan Hoodie - JW18500B	Navy	XS S M L XL	_____
4. <u>Adult</u> Gildan Hoodie - JW18500	Navy	S M L XL	_____
3. Gildan Sweatpants - JW18200 <i>(Youth & Adult)</i>	Navy	YS YM YL YXL AS AM AL AXL A2X	_____ _____ _____
4. <u>Youth</u> Badger Shorts 6" Inseam - JW2207Y	Navy	YS YM YL YXL	_____
5. <u>Adult</u> Badger Shorts 9" Inseam - JW7209	Navy	AS AM AL AXL A2X A3X	_____ _____

James Ward Parents Order

1. <u>Adult</u> Winning Team Jersey's - JWJersey	Navy	S M L XL 2XL 3XL 4XL	_____ _____ _____
--	------	----------------------------	-------------------------

**Unit Price Includes 4.625% Sales Tax*

All Sales Final No Returns or Exchanges