

ATAC™ Sportswear 4 Step Ordering Process

Step 1: Reserve Your Production Space

A \$100.00 deposit (reservation payment) is required to secure a position in our Production Schedule.

Download and complete the Order Reservation Form
Email or Fax the completed Order Reservation Form to Customer Service.
Email: orders@atacsportswear.com
Fax: 1-888-827-3483

You will receive an email credit card authorization form on behalf of ATAC™ Sportswear Inc requesting the \$100 reservation payment; return the completed form to book your production space and start your artwork.

Once your reservation payment has been received, you will then receive a timeline with due dates for all of the information required to produce and deliver your order on time.

Please ensure that you forward the information to either orders@atacsportswear.com or 1-888-827-3483 and complete your deposit payment on or before the due date to avoid the need to reschedule your delivery.

Step 2: Design Your Product

Sublimation Printing allows the ultimate in design, creativity and flexibility on the latest in technical performance fabrics.

You can either:

- Add your colors and logos to one of our semi-custom designs to create your own personalized look
- Supply your own custom design
- Or have our artists turn your concept into reality

All graphics and logos need to be in Vector format for printing. Please refer to our Artwork Specifications and Color Chart before your submission. If you have any questions during this process, please contact our Art Department directly by email at art@atacsportswear.com

Step 3: Place Your Order

Complete our Product Order Form

Download and complete our Product Order Form
Send your completed Product Order Form to Customer Service by Email or Fax.
Email: orders@atacsportswear.com
Fax: 1-888-827-3483

Please be sure to complete all details on the Product Order Form to avoid any errors or delay in processing your order. If you need help completing the form, Customer Service would be happy to walk you through the steps; you may reach them by email at orders@atacsportswear.com or by telephone at 1-800-827-3483

A 50% deposit is due at the time of order. Orders of less than \$1,000 must be paid in full at this time.

ATAC™ will send you an updated invoice and email a credit card authorization form requesting your authorization for the deposit and final payment amounts. Please complete and return the form for order processing.

Sign & Approve Your Final Design

ATAC™ will send you the final design for approval. A signed copy must be sent back to Customer Service by email at orders@atacsportswear.com or by Fax at 1-888-827-3483 in order to start the Production Process. Once the design is signed, there will be no changes to the artwork, so please carefully look over all the aspects of the design. As your product is a custom design to your specification, there are no refunds or exchanges. Please be sure to check all of your order details before submitting your final sizing and signing our final artwork approval.

Please note: If any information from Step 3 is not received on or before the due date on your timeline, it may be necessary to reschedule your delivery. Therefore, it is very important that you follow Step 1 through Step 3 carefully and plan accordingly.

Step 4: Complete Final Payment

Final Payment is due before your order is shipped. Shipments will not be sent out until the Final Payment is received. If you have not signed your final credit card approval form, please complete and send in prior to your timeline due date.

Shipments to the United States will be sent UPS Ground Service.
Shipments to Canadian destinations will be sent Purolator Ground Service.
Any expedited shipping requests will be accommodated at an additional cost.

Thank you for choosing ATAC™ Sportswear...Enjoy your Custom Apparel!