

Instruction and Information Sheet

- Attached is an order form for your use. Each parishioner/customer will complete the form (For groups, each member must complete a form)
- Attached is a color chart for both T-shirts and Polo's, choose the color you would like to offer your parishioners/customers
- Complete the Tally Sheet using the submitted order forms
- Orders **will not** be processed without payment.
- If the order is tax exempt please attach church tax exempt form
- Mail payment, tally sheet and tax form to: 1st Class Design
608 Pheasant Lane
Whitehouse TX 75791

Keep the order forms for easy delivery/distribution to your parishioners/customers after you pick up your order from the Chancery office located at: 1015 Loop 323 ESE

Tyler TX 75701

Mon - Fri 8:30am- 5pm

Your contact person will be notified when order is received. The Chancery office representative will notify the contact person listed on the Tally Sheet when your order is ready for pick-up.

T-Shirts Youth SM –LG and Adult SM – XL 6.80 ea 2XL – 8.80 ea

Polo Shirts Adult SM – XL 10.00ea 2XL – 12.00ea

Please call if you need larger sizes.

Please feel free to contact us with any questions.

Chris Cleckler

903 312 0572

1stclassdesign@suddenlink.net

www.1stclassdesign.biz