

Law Enforcement Torch Run® S/S T-SHIRT ORDER PROCESS



NEW: In order to reduce t-shirt expenses, you must pre-sell the 2018 MT LETR T-Shirts BEFORE placing your order

1. Place order for SOLD short-sleeve t-shirts before **March 1st** at www.somt.org/torch-run/torch-run-relay
2. Enter in Contact Information
3. Enter in quantity of each size needed
4. Only one sleeve is available for additional logos. To add additional logos to the sleeve, enter the following in the Notes / Special Instructions box:
 - a. CUSTOM: Add additional logo(s) to the sleeve
 - b. Logos need to be emailed to tsappington@somt.org
5. Click Place Order
6. Shirts will be shipped directly to you by **April 1st**
7. Sends t-shirt funds to Special Olympics Montana as soon as possible using the T-Shirt Reconciliation Form

Special Olympics Montana
Attn: LETR – T-Shirt Sales
710 1st Ave N
Great Falls, MT 59401

2018 Montana Law Enforcement Torch Run T-Shirt

Designed by Officer Jenna Volinkaty, Missoula Police Department

\$15 each



Law Enforcement Torch Run Short Sleeve T-Shirt Tracking Form



Name	S	M	L	XL	2X	3X	4X	Total # of Shirts	Amount Due	Amount Paid	Rec Shirt (Y/N)
									\$	\$	
									\$	\$	
									\$	\$	
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									\$	\$	
									\$	\$	
									\$	\$	
QUANTITY NEEDED									\$	\$	

Make checks payable to Special Olympics Montana

INSTRUCTIONS

1. Pre-sell the 2018 MT LETR Short-Sleeve T-Shirts for \$15 each
2. Place order for sold shirts by **March 1st** at www.somt.org/torch-run
3. Shirts will be shipped to you by **April 1st**
4. Send funds to Special Olympics Montana as soon as possible

SHIP TO:
 Name: _____
 Agency: _____
 Address: _____

 Phone: _____
 Email: _____



Law Enforcement Torch Run®
T-SHIRT RECONCILIATION FORM
(short sleeve only)



*(Person who received shipment of shirts is responsible
for reconciliation of funds and t-shirts)*

Name: _____
Agency: _____
Address: _____
City, State, Zip: _____
Phone: wk _____ hm _____ fax _____
E-Mail : _____

RECONCILIATION

Date: _____ Purpose: _____
(List Special Event Name if applicable)

Funds Returned:

of shirts sold _____ x \$15.00 = \$ _____

Shirts Returned Unsold:

S _____ XL _____ 4X _____
M _____ 2X _____
L _____ 3X _____

Total Shirts Returned _____

Internal use only

Date Returned: _____ Funds Received: \$ _____
Cost of Shirts Returned: \$ _____ Deposit #: _____