

## 2020 Relay for Life T-Shirt Program

### Overview

- The American Cancer Society's West, North, South and Southeast Regions have partnered with Will Enterprises to provide a 2020 Relay For Life T-shirt program that is easy to use and responsive to your needs. Will Enterprises has a long history of developing and delivering quality branded merchandise programs.

## Will Enterprises

### Who is Will Enterprises?

Will Enterprises is a family owned and operated promotional products business, specializing in silk-screening and embroidery. For over 25 years we have maintained the lowest prices, top-notch service and superior quality as our main objectives. We have worked with numerous businesses, organizations and non-profit groups at local and national levels. We are a national vendor for American Cancer Society and have been producing shirts for ACS for over ten years.

### T-Shirt Specifications/Pricing

- We have secured pricing across our full range of t-shirts, including Participant, Gold Together, Survivor, Team Captain, Event Leadership, and Event (optional).
- All shirts will be Fruit of the Loom brand 5.0 oz., pre-shrunk, heavyweight with a seamless collar and taped neck and shoulders.
  - Athletic Heather is 90/10 cotton/polyester
  - Retro Heather Coral, Retro Heather Purple, Turquoise Heather and Vintage Heather Navy are all 50/50 Cotton / Polyester
  - Gold is 100% Cotton

Each t-shirt front will be screened with the commemorative 2020 Relay For Life full color artwork.






Included are both a price list as well as this year's appropriate screening options.

Our screen-print process uses the latest in digital technology to ensure the best quality imprint.

Our sell prices exclude shipping and appropriate taxes, as applicable. However, no additional charges will be incurred for warehousing; handling; tool charges. Inventory carry or any other miscellaneous expense.

### Event Shirt Pricing for 2020

|                           | Shirt   | Color            | YS – YL | S – XL | 2XL    | 3XL    | 4XL    | 5XL    | 6XL    |
|---------------------------|---|------------------|---------|--------|--------|--------|--------|--------|--------|
| Participant – Blank Back  |  | Athletic Heather | \$1.92  | \$2.14 | \$2.74 | \$2.74 | \$2.74 | \$2.74 | \$3.18 |
| Participant – Custom Back |  | Athletic Heather | \$2.01  | \$2.23 | \$2.83 | \$2.83 | \$2.83 | \$2.83 | \$3.27 |

|                           |   |                      |        |        |        |        |        |        |               |
|---------------------------|---|----------------------|--------|--------|--------|--------|--------|--------|---------------|
| Event Leadership          |    | Retro Heather Coral  | \$2.03 | \$2.30 | \$3.02 | \$3.02 | \$3.02 | \$3.02 | Not Available |
| Team Captain              |    | Vintage Heather Navy | \$2.03 | \$2.30 | \$3.02 | \$3.02 | \$3.02 | \$3.02 | Not Available |
| Survivor                  |   | Retro Heather Purple | \$2.03 | \$2.30 | \$3.02 | \$3.02 | \$3.02 | \$3.02 | Not Available |
| "Other" – Blank Back      |  | Turquoise Heather    | \$1.94 | \$2.21 | \$2.93 | \$2.93 | \$2.93 | \$2.93 | Not Available |
| "Other" – Standard Back   | <p><b>6 different back options, see bottom of document for all options</b></p>      | Turquoise Heather    | \$2.03 | \$2.30 | \$3.02 | \$3.02 | \$3.02 | \$3.02 | Not Available |
| Gold Together Custom Back |  | Gold                 | \$2.03 | \$2.30 | \$3.02 | \$3.02 | \$3.02 | \$3.02 | Not Available |

|                          |   |      |        |        |        |        |        |        |               |
|--------------------------|---|------|--------|--------|--------|--------|--------|--------|---------------|
| Gold Together Front Only |  | Gold | \$1.94 | \$2.21 | \$2.93 | \$2.93 | \$2.93 | \$2.93 | Not Available |
|--------------------------|---|------|--------|--------|--------|--------|--------|--------|---------------|

### Artwork

The Will Enterprise graphic artist team will be working with you to design your 2020 RFL custom participant shirt backs. If you had Will customize your Participant Shirts for 2019 then Will has old sponsor logos. Will also has the artwork from the previous supplier for those regions that have switched suppliers for the 2019 season.

- **6 weeks** prior to your event date you will receive an email from Will Enterprises which will contain the Tip Sheet and a link to your 2019 artwork. Both are designed to help you start to think about your needs for 2020.
- **3 weeks** prior to your needs by date you will receive a second email from Will reminding you that they need to begin working on your 2020 T-Shirt back. They will use your 2019 artwork as a starting point and take the information on your tip sheet to design your 2020 artwork. Once you and the artist have completed your shirt design, you will approve your PDF and will attach it to your order. **Once you approve your design there can be no changes to the artwork. This is what will be printed on the customized participant shirt backs and or Gold Together shirts.**
- **16 days** prior to your need by date you will need to order your customized participant shirts and attach your approved final PDF you have received from Will to the order. We plan 8 calendar days for production and 7 calendar days for shipping. **You must place your order for customized participant shirts and or Gold Together shirts no later than 15 days prior to your needs by date to ensure that your shirts arrive on time. Note: If your Society Mart approval process takes 1 day or longer you will need to add this time into the 15 day lead time. Be sure to allow for shipping times.**
- **If you do not receive your automated notices please email Will's customer service at [cancer@willenterprises.biz](mailto:cancer@willenterprises.biz).**

### How to Start Ordering

- We have developed an easy to use on-line ordering catalog through ACS Marketplace that captures all the necessary information to process your t-shirt order. Information includes:
  - Relay For Life Event City/Name
    - Make sure this info is accurate as this is the info that shows up on the box labels.
  - Need by date
  - Appropriate shirt back options (e.g. Participant; Team Captain; Event Leadership; etc.)
  - Selected shipping options

### Ordering Through ACS Marketplace and Will Enterprises:

- Access ACS Marketplace by going directly to Society Source>Quick Links>ACS Marketplace then scroll down and click on "Launch ACS Marketplace."
- Once on ACS Marketplace, scroll down until you see "Shop Online" section of right-hand side. Click on Will Enterprises Catalog
- You should now be in the Will Enterprises T-shirt catalog
- Select shirt type you need to order and enter appropriate quantities for each size needed. All shirt sizes for each shirt type will appear on one page. Once you've added your quantities, click on "Add to Cart" at the bottom of the page.
- You can continue to shop additional shirt types or proceed to checkout. *Please note – custom back shirts need to be placed on a separate PO from other shirts.*
- Select your shipping preference – all staff should select Ground Shipment.
- If you're ordering custom back shirts, you will then need to attach your approved final artwork PDF received from the Will Enterprises graphic artist. **DO NOT** change the name of the file, this is how Will tracks your art and order.
- **Note:** when ordering custom shirts, please place them on a separate PO. Do not place any other shirts on the same order. Do not combine two custom orders on the same PO.
- You will then enter the staff person responsible for the order, event Society Key, and Event Name.
- You can review your PDF and order details before transferring you order back into Marketplace and completing the checkout process.

- Once back in Society Mart, complete shipping, account coding and needs by date fields and submit your order for approval.
- Please note, if your order is large enough to require supervisor approval, Will Enterprises will not see it until it's fully approved.
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#### Turn-Around Time

- **24 – 48 hours** - From receipt of approved ACS Marketplace PO. blank back participant and colored t-shirts with standard backs (Team Captain, Survivor etc.). (2 days to process and 3 to 7 days to ship)
- **15 calendar days** - From receipt of approved ACS Marketplace PO for customized participant shirts, front imprint and customized sponsorship on back.  
**Note:** when ordering customized participant shirts, you need to allow 15 calendar days (8 days production and 7 days shipping) from order submission to final shipping of t-shirts. If your **Society Mart approval process requires 1-2 days** you will need to add these extra days into your lead time. Be sure to allow for shipping times.

#### Shipping

- Will Enterprises will ship using the ACS UPS account. There will be no freight check out page in the Will Enterprises ACS Marketplace catalog. All shipments will be UPS Ground, expedited services (more costly) are available but should only be used when Ground shipments can't meet the required Need By Date. Freight charges will be billed separately and charged to each event by Society Key.
- Each box will be marked with a label stating: Type of shirt (e.g. Participant, etc.); Quantity; Size; Relay For Life Event Name; Society Key and Box \_\_\_ of \_\_\_. If there is more than one shirt style in a box there will be multiple labels on the box indicating its contents.
- Each shipment will include a packing slip stating: contents, quantities, Society Key, ACS Marketplace PO number, needs by date, ship date and the Will order number. Should product need to be returned due to quality issues, please contact Will Enterprises for instructions.

#### Who to Contact with Questions

- Will Enterprises if you have questions on overages, shortage, damaged product, need to change a ship to address or have problems with the punch out catalog. They can be reached at [cancer@willenterprises.biz](mailto:cancer@willenterprises.biz).
- Will Enterprise's Graphic Artist Team if you have questions on your artwork or need to speak with your graphic artist. They can be reached at [acsart@willenterprises.biz](mailto:acsart@willenterprises.biz).
- Coupa (ACS Marketplace) questions or concerns please visit [Helpme.cancer.org](http://Helpme.cancer.org)

#### Return Information

- If the merchandise does not meet your expectations, due to vendor error or a quality issue just contact Will Enterprises at their Customer Service Department at [cancer@willenterprises.biz](mailto:cancer@willenterprises.biz). They will provide you with a return authorization number.

**Overages and Unused shirts are NOT RETURNABLE**

# 2020 RFL Event T-Shirt Colors

