

Sportswear & Promotional Items Request Form

Requesting Department: Choose an item.

Requestor (Point of Contact): Click or tap here to enter text.

Date Request Submitted: Click or tap to enter a date.

Manager Approval: Click or tap here to enter text.

Request Type: Choose an item.

Request Description:

Please provide background information

Click or tap here to enter text.

Date Product Needed: Click or tap to enter a date.

Considerations and Information

- Plan: Allow 4 – 6 weeks for delivery for new or special-order items
- Brand: Product colors will follow our Color Palette
- Logo: Our logo will follow our Brand Guidelines
- Communication: Procurement will be advised of your order so, if possible, order quantities will be combined to leverage our buying power for lower overall cost
- Shipping & handling: These costs will be added onto the order
- Returns: Items are custom made for your order, so we appreciate your understanding that returns/exchanges are not available except in the case of an item defect
- Questions: Contact procurement@johnsonfinancialgroup.com