**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](mailto:procurement@johnsonfinancialgroup.com)