



Order your jacket tutorial

BT SALES

This presentation will assist in ordering your students Letterman Jacket

- We will explain the form
- Show you the items that can be purchased for your jacket
- Present each section of the form
- Display a sample of each section completed
- Have a copy of your form available as you view the tutorial
- Most important we are an e-mail or call away to assist you.

Lets start with your form

On the next few pages we will take sections of your form and display examples of how to complete

Pictures of a Standard Jacket will be included

Please have a copy of your form in front of you

BT SALES - JACKET ORDER FORM				Date:	
Name:			Size	Standard Jacket:	\$
Male:	<input type="checkbox"/>	Female:	<input type="checkbox"/>		\$
School:			Sleeve	Body	\$
City:			Add Leather Sleeves:		\$
E-mail:			Add Sailor Collar:		\$
Enter Sport, Club, etc. Inserts:			Bars:		\$
and Letter Bars that will be placed on your Award Letter					\$
Name on Front of Jacket:					\$
Back of Jacket Name Options:			← Enter Style from Catalog		\$
Name on Back of Jacket Lettering:					\$
Add Tail:			YES		\$
Name in Tail Lettering:					\$
Add Symbols, Stars, Paws, Etc.:			← Enter Style		\$
Activity Patches					
Right Sleeve			Left Sleeve		
1. Enter Patch Name or Style you wish to purchase from the Catalog in each blank			2. Enter in the order that you want your patches on your Sleeve Top to Bottom		
Patch Name/Style:			Patch Name/Style:		
Patch Name/Style:			Patch Name/Style:		
Patch Name/Style:			Patch Name/Style:		
Patch Name/Style:			Patch Name/Style:		
Special Notes:				Shipping/Handling:	
				Subtotal:	
				Sales Tax:	
				Total:	

Starting at the Top

BT SALES - JACKET ORDER FORM				Date:				
Name:				Body		Standard Jacket:		\$
Male:	<input type="checkbox"/>	Female:	<input type="checkbox"/>					
School:				Sleeve	Body	Add Sailor Collar:		\$
City:						Add Leather Sleeves:		\$
E-mail:								



1. Enter Student's Name
2. Place an "X" in the proper Gender
3. Enter School or Organization
4. Enter City
5. Enter a valid e-mail address



1. Your Sales Rep will fill out this portion of your form
2. Sizes are suggested to each student, but the final decision is the responsibility of the student and/or parent



1. Place an "X" in the Standard jacket box
2. Each School has a standard specification written
3. Place an "X" to add upgrades such as a Sailor Collar or Leather sleeves

Example of completed Info Section

BT SALES - JACKET ORDER FORM

website: www.btsales.online
 e-mail: btsalesla@gmail.com

Date:

Name:	John Smith		Size	Standard Jacket:	X	\$	69.95
Male:	<input checked="" type="checkbox"/>	Female:	<input type="checkbox"/>	Adult Large			
School:	Central High School		Sleeve	Body	Add Leather Sleeves:	\$	
City:	Baton Rouge		-1	+2	Add Sailor Collar:	\$	
E-mail:	johns@gmail.com						

Award Letter

Enter Sport, Club, etc. Inserts
and Letter Bars that will be
placed on your Award Letter



Inserts:

Bars:



On the insert lines above enter the sport or club symbol that your student participated or qualified in per school requirements. For example the picture to the left is a Track Shoe and One Letter bar and Football with Two Letter Bars.

Other examples:

- Music Notes
- Clubs (BETA, DECA, etc.)
- Academic Lamp
- All Sports
- Just ask and we will let you know if we can add

Example of completed Award Letter Section

Enter Sport, Club, etc. Inserts and Letter Bars that will be placed on your Award Letter	Inserts:	_____	Bars:	_____	\$ _____
		Football		2 bars	\$ 7.50
		Track Shoe		1 bar	\$ 5.00
		_____		_____	\$ _____



This is how you would complete this section using the example to the left. A Football insert and 2 bars if your student lettered for two years of Varsity Football. And a Track shoe with one bar for one year of Varsity Track.

Inserts can be specific to Sports, Music, Clubs, etc.

Name on Back Section

Back of Jacket Name Options:											← Enter Style from Catalog										
Name on Back of Jacket Lettering:																					\$
Add Tail:		YES																			\$
Name in Tail Lettering:																					\$
Add Symbols, Stars, Paws, Etc.:											← Enter Style										\$



In this section you can order a chenille patch with your name and many added options. The example to the left is a student's name in "Script" style with a tail added. Additional options the student added lettering in the tail and Football Symbols. Please view our brochure online or in your student package for the styles available.

See the next page for an example.

Example of completed Name on Back Section

Back of Jacket Name Options:	Script with Tail		← Enter Style from Catalog														
Name on Back of Jacket Lettering:	P	o	r	t	e	r											\$ 38.00
Add Tail:	X	YES														\$ 18.00	
Name in Tail Lettering:	D	r	e	w												\$ 8.00	
Add Symbols, Stars, Paws, Etc.:	Football Symbols		← Enter Style										\$ 18.00				



In this section as shown above please choose a style from our brochure and enter your name. Add options to dress up your patch is you choose. We can add symbols for sports, music/band, stars, paws, etc. Just ask.

Sleeve Patch Section

Activity Patches			
Right Sleeve		Left Sleeve	
1. Enter Patch Name or Style you wish to purchase from the Catalog in each blank 2. Enter in the order that you want your patches on your Sleeve Top to Bottom			
Patch Name/Style:		Patch Name/Style:	
			\$ _____
			\$ _____
			\$ _____
			\$ _____
			\$ _____
			\$ _____

In this section of the form you will select the patches that you want on each sleeve of your jacket. On the next few pages we will show examples of the most common and popular versions placed on student jackets. This is you jacket and you can design to your needs within school guidelines.

Sleeve Patch Section – Right Sleeve Example

Right Sleeve	
1. Enter Patch Name or Style you wish to put 2. Enter in the order that you want your patch	
Patch Name/Style:	Year Date
	2019
	Standard
Patch Name/Style:	Cross
	Phil 4:13



Year Date Patches



We will show examples of the form and patches for this section. The picture is the right sleeve of a student jacket. It is standard to put your graduation year on the top of either sleeve. This patch will be on the top of the right sleeve. Below is a Cross as shown in our brochure with embroidering per the student request. You can fill in blanks for patch #3 and #4 with any style you choose or are qualified for. As the note on the form states we will place the patches on each sleeve in the order filled out on the form.

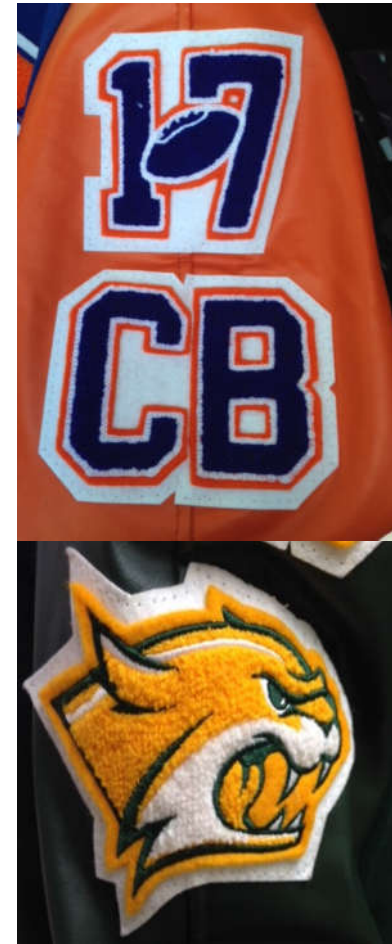
Sleeve Patch Section – Left Sleeve Example

Choose from the catalog in each blank
 rows on your Sleeve Top to Bottom

Left Sleeve

Patch Name/Style:	Double digit w/insert
	17
	Football insert
Patch Name/Style:	Position
	CB
Patch Name/Style:	Mascot
	Walker Wildcat

Lets put 3 patches on the left sleeve starting at the top with a Jersey Number and a sports insert (can be any sport just enter). A position patch, an insert can be added. Last is a school Mascot, so just enter Mascot and we will make sure that the patch we have for your school will be entered properly.



Patch notes:

- If a patch in our brochure has blank space we can embroider lettering in that space for you, at no additional charge
- We can also replace any lettering you see as examples in our brochure
- Most patches in our brochure will come in school colors, but National Organizations and Clubs come in official colors. You have request color schemes different from national schemes.

We are available to assist you with your form. Contact us and we can help via a phone call. Or, take a picture of the form and text it to us. It will appear in our e-mail. We will fill it out and price for your review.

Online Options

We have online form options available. If you choose that option we will complete the form with pricing and send it back for your review.

Payment Options

We have online payment options available. If you choose that option your student will not have to bring any paperwork or payment to school.

BT Sales

www.btsales.online

E-mail: btsalesla@gmail.com

Contact: (225)244-9259