A LITANIA SPORTS GROUP COMPANY

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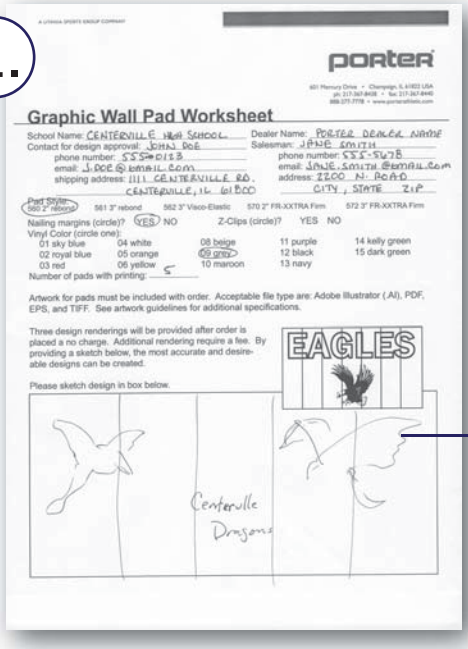
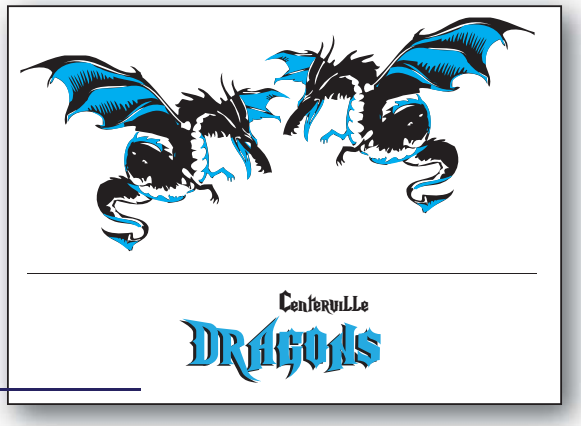
Graphic Item Order Process Example

1.



Customer completes appropriate graphic or lettered item worksheet and submits with order to Porter customer service WITH attached art file.

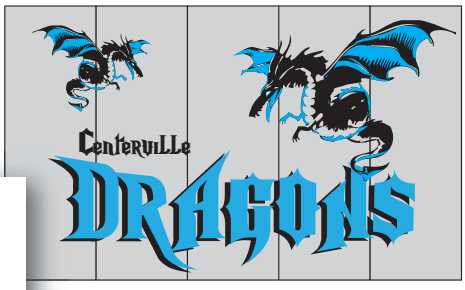
Worksheet is filled out completely with pad information and rough sketch to give artists an idea of what you want for the final design.

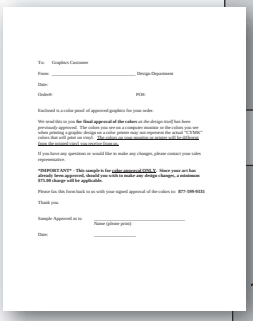
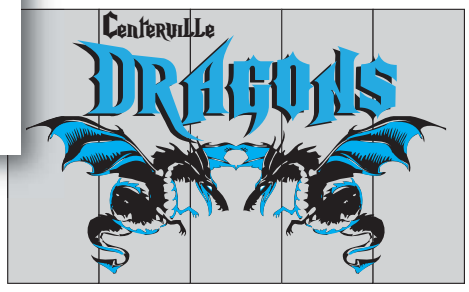


Art file in correct format includes school mascot, font, desired image, and/or logo.

2.

Artists will create 3 designs for customer to choose from based on sketch and artwork provided. Customer will approve one of the designs by signing the approval letter and submitting to Porter Customer Service.



3.

Upon approval, Porter will send a small printed vinyl sample to customer for approval. Customer signs the second approval letter and submits to Porter. Upon approval, official Lead times begin.