REVISED T-shirts / Customized Apparel Preferred Vendors by the Purchasing Dept. (in alphabetical order) w/ free delivery to campus:
Search for styles/brands at this link:  https://www.sanmar.com/
**Please allow 1-3 weeks for orders to be placed.

- **Faux Pas Prints** Vendor # 2060946, contact: Melanie Nadeau, 504-834-8342; email: mnadeau@fauxpasprints.com  Fax: (504) 838-8952  ALSO EMBROIDERY website:  http://www.fauxpasprints.com/:quicksearch.htm?quicksearchbox=hats
- **Foley Marketing**, Vendor # 2061424, contact: Tyson Foley; 504-361-7400; email: tysonfoley@foleymarketing.com;  ALSO EMBROIDERY; website:  http://foleymarketing.com/
- **Louisiana Garment Silk Screeners**, Vendor # 2064608, contact: 504-525-4000; email: Greg Abide cell: 504-421-3898 email: gabide@kellyabide.com  Fax: 504-522-3535, no active website;  ALSO EMBROIDERY and DESIGN WORK; website:  http://www.4logowearables.com/lagarmentsilkscreeners
- **Purple Monkey**, Vendor# 2061061, contact: Mike Shoemaker; 504-427-5747; email: info@gopurplemonkey.com , website:  www.gopurplemonkey.com
- **Samson Business Products** Vendor # 2057971; contact: Gerard Sambols; phone: 504-837-2237; email: orders@SAMSONBP.COM; gsambola@samsonbp.com; website:  https://samsonbusinessproducts.espwebsite.com/

❖ You may use any one of the vendors listed above for customized t-shirts and apparel.

**IMPORTANT NOTE:**
- When ordering any products with Loyola University New Orleans and/or the Loyola logo on them, the artwork/colors must be approved by submitting your logo request to:
  Marketing approval form for logos:  https://app.smartsheet.com/b/form/ef52778a071e4282a17fe819dd3fe755
- Please do not authorize any order to a vendor without artwork approval and a purchase order # from the Purchasing Dept.
- **Artwork should be sent in the following format to the vendor: .eps or .ai files (not created in Microsoft Word, but an illustrator program)**
  Otherwise, artwork and set up fees will be incurred.
• **POLYBAGS/SIZE STICKERS AVAILABLE AT**: Faux Pas, Foley Marketing, and Purple Monkey at a minimal charge.

• **EMBROIDERY IN HOUSE**: Faux Pas Prints, Foley Marketing, Louisiana Garment

• If the dollar value on the initial quote is over $5000, please call the Purchasing Dept. who can assist you with obtaining competitive bids.

• **All proofs should be approved by Marketing and end user prior to production.**

• **IMPORTANT NOTE for Artwork:**
  When ordering any products with “Loyola University New Orleans” and/or any “Loyola logo” on them, the artwork and colors must be approved by Marketing by submitting artwork to:

  Marketing approval form for logos:
  [https://app.smartsheet.com/b/form/ef52778a071e4282a17fe819dd3fe755](https://app.smartsheet.com/b/form/ef52778a071e4282a17fe819dd3fe755)

  *You will be notified by Marketing once artwork is approved.*

  NOTE: All final proofs need to be approved by Marketing’s Hollie Garrison hagarris@loyno.edu **prior to approving a proof.**

  - Artwork should be sent in the following formats: .eps or .ai files (not created in Microsoft Word, but an illustrator program)

• **Please provide this info to the vendors for an accurate quote:**
  - Approved artwork format (from Marketing)
  - Specify the placement of the artwork on the shirts (ex. front, back, left pocket, center, etc.)
  - Need Sizes and quantity of each size
  - Color and style of shirt
  - Need by delivery date
  - A quote needs to become a PO before placing an order with the vendor

• **IMPORTANT: When entering your requisition, please attach a copy of the approved artwork.**

• Please provide all vendor feedback (pros and cons) to Lisa Kibler – Loyola University Purchasing Dept. 504-865-3189 or lgkibler@loyno.edu.

• Please contact Lisa Kibler if you need assistance with obtaining quotes.