

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.espsite.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>

*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.