



Michigan Express FC Uniform Order Form (Master)



Age Group:	Gender:	Color:	Coach's Name:	Manager Name:
Date Order Submitted:	Coach's Phone #:		Manager's Phone #:	
Date Order Requested:	Coach's Email:		Manager's Email:	

Product	Color	YS	YM	YL	YXL	AS	AM	AL	AXL	Total Qty.	x	Unit Price	=	Price Extension
Toque Jersey	Black										x	\$35.00	=	
Toque Jersey	White										x	\$35.00	=	
Toque Short	Black										x	\$16.00	=	
Sereno Pant	Black										x	\$26.00	=	
Trofeo Jacket	Black										x	\$50.00	=	
Practice T-shirt *	White										x	7.00 *	=	
Practice T-shirt *	Red										x	7.00 *	=	
Copa Edge Backpack	Black	* FREE whith order of complete set of uniform *									x	\$33.00	=	
Premier Logo		Orders MUST be turned in on or before 7-1									x	\$2.50	=	
		Youth	Adult											
	Shoe Size	10.5-5	5.5-13											
Dynamic Classic Socks	Black													

Jersey includes 8" number and Club logo, Jacket includes Club logo.



SoccerWorld

Rochester Hills Brighton Shelby Township Canton
Ph:810-225-4400 Fax:810-225-4406

Sub-Total	
Sales Tax 6%	
Total	
Deposit	
Balance Due	

Michigan Express FC (MEFC) Soccer Uniform Order Procedure:

Team Managers are responsible for collecting uniform orders for individual players and submitting a master uniform order to Soccer World. Each player is required to have a uniform number for their jersey. You may want to give preference to returning players to help keep uniform costs down. Have a list of returning player's numbers on hand to avoid duplication of jersey numbers by new players. New players must have a jersey number before their uniform order can be placed. Parents may see uniforms to check sizing at Soccer World or at the **MEFC's** Player Registration meeting.

1. All players that need to order any article associated with the **MEFC** soccer uniform must complete an individual **Michigan Express FC Uniform Order Form**.

- The "Individual Uniform Order Form" can be printed from the club's website under "Documents."
- Make sure that the player's information, including jersey number, coach's information, and team manager's information, date order submitted, and date order requested are completed on each individual uniform order form.
- Make sure sizes have been stipulated on each item ordered.

2. The Team Manager must collect payment in full for each player's uniform order. All checks for individual uniform orders are to be made payable to the team.

- Double check extensions and totals on all orders.
- U-13 and above ONLY: Must add \$2.50 Premier Logo fee for each jersey ordered. (Both the club's logo and the Michigan State Premier Soccer Program's logo are required on all uniforms for Premier teams.)
- 6% Michigan Sales Tax is to be charged on all individual orders.
- To receive "Free" Practice T-Shirts a complete uniform set must be ordered. A complete uniform set consists of 1 black Jersey, 1 white Jersey, 1 pair of shorts, and 1 pair of socks.
- Write the player's check number on their uniform order.
- Give individual uniform order checks to the Team Treasurer for deposit into the team checking account.
- Individual checks must be deposited into the team's checking account before a check can be issued to Soccer World.

3. The Team Manager must complete a **Michigan Express FC Uniform Order Form (Master)**.

- The "Team Uniform Order Form (Managers Only)" can be printed from the club's website under "Documents."
- Make sure that the team's information, date submitted, date required, coach's information, and team manager's information are completed on the master uniform order form.
- Combine all the individual uniform orders and complete the master uniform order.
- Make sure totals for each size and totals for each item have been stipulated.
- Calculate extensions, subtotal, 6% Michigan Sales Tax, and total.
- The Team Manager or Team Treasurer must issue one team check payable to "Soccer World" for the total indicated on the master order form.

4. Make one photocopy of each individual uniform order form and the master uniform order form for your records. Attach the original individual uniform orders to the original master uniform order form. Submit the originals of the master and individual uniform order forms with the team check to Soccer World on or before **July 1st**. Uniform orders will be available for pick-up approximately 6 - 8 weeks after the order is submitted.

5. Soccer World will fulfill the orders and bag each individual uniform order separately. The Team Manager will be contacted by Soccer World when the uniform order is available for pick-up. At the time of pick-up, the Team Manager will be asked by Soccer World to verify that each individual uniform order has been filled accurately. The Team Manager should address any order discrepancies with Soccer World at the time of pick-up.

6. Distribute uniform orders to individual players.