

KIM'S ACADEMY

Logo Apparel & Accessories

2014 Offering

**** ORDER NOW ****

Prepaid Orders will be accepted for “Black Belt Uniforms” through Year End – ORDER WILL BE PLACED Jan 9, 2015

Prepaid Orders will be accepted for “Spectrum” & “Western” Lines until the “24-Minimum” Counts are Met
Order will be submitted when those Minimums are Met

*****GENERIC TEES WILL NOT BE OFFERED ON THIS CYCLE*****

Both Orders Will Be Distributed upon arrival for those living locally, or at next Belt Test for out-of-towners.

**** ORDER NOW ****

Kim's Academy

The KABBA Brand Merchandise Committee is proud to offer Kim's Logo apparel and merchandise for sale at various time throughout the year – look for announcements when different “Lines” will be offered and the “Closing Dates” for the ordering process.

Orders with accompanying payment should be mailed (or brought) to the main school:

Kim's Academy ATTN: KABBA - Logo Apparel 1617 S. Longfellow Wichita, Ks. 67207

Checks should be made payable to KABBA -- please be sure to include the 7.15% sales tax.

The electronic (Excel) version of the Order forms will be available for download from the Website - Kimsacademy.com - under the MERCHANDISE link. It will calculate the charges and tax for you. Please note there will be an “Upcharge” for Credit Card purchases – which is 3% of the Total Order Price.

There are separate order forms for the varieties of Product Lines offered - indicated as:

“Western” and “Black Belt Uniform” – These “Lines” DO NOT have color choices – only sizes are required
“Spectrum” and “Generic Tee” – These “Lines” have BOTH SIZE AND COLOR choices to be designated

Please complete a separate order form for each “Line” then combine their totals for your payment amount. You may write one check for all the merchandise you order, just reference the same check number on all orders.

If you have any questions, need help getting the order form(s), or whatever – please contact Terese Lewis at: 316-687-3608 (home), or 316-648-0063 (cell), or tlewis34@cox.net

Please be sure to include on the order form(s) your daytime TELEPHONE NUMBER, your BRANCH SCHOOL or INSTRUCTOR NAME, and your EMAIL ADDRESS so that you can be contacted with order confirmation. You may also send an electronic copy of your completed file to:

KABBA.Board@gmail.com – Subject: Logo Apparel & Accessories

Order Instructions - Electronic

Electronic Format

Download the Excel file(s) from the website and save to your computer.

Open the Excel file and enter your order information as follows:

(The sections on the order template that you may enter information in are shaded GREEN.)

1. Fill out Customer Information in the top section, be sure to include your branch and/or instructor name, and a DAYTIME PHONE NUMBER where you can be reached.
2. Notice that there are separate Order Forms as indicated by “Western”, “Spectrum”, or “Generic Tee”, “Black Belt Uniforms”.
3. Notice that each order sheet is separated in sections by merchandise type.
4. Enter quantity numbers in the boxes below each size for the quantity of that size to be ordered.
(Please Do Not enter an "x" or "check-marks". **For the items offered on the “Spectrum” & “Generic Tee” forms there is a color choice - be sure you are on the row or box corresponding to the color you wish to purchase.**)
5. The worksheet formulas will calculate your amount due, including tax, in the bottom right hand corner.
6. If you are ordering from 2-3 order forms, please add the totals together for your final check amount.
7. Please save the file with your name replacing the words ORDER TEMPLATE in the filename.
8. For redundancy, please email a copy of your saved file to:
KABBA.Board@gmail.com - Subject: Logo Apparel & Accessories
9. Print a copy of your completed order form(s).
10. Attach your check payment to your order form(s).
11. Mail (or bring) your order **with payment** to:

Kim's Academy Taekwondo
ATTN: KABBA – Logo Apparel Order
1617 S. Longfellow
Wichita, Ks. 67207

Order Instructions - Manual

Handwritten Format

Please print in block letters

1. Print the Order Worksheet(s) from the website.
2. Fill out Customer Information in the top section, be sure to include your branch and/or instructor name , and a DAYTIME PHONE NUMBER where you can be reached.
3. Notice that there are three separate Order Forms as indicated by “Western” , “Spectrum”, or “Generic Tee”.
4. Notice that each order sheet is separated in sections by merchandise type.
5. Enter quantity numbers in the boxes below each size for the quantity of that size to be ordered.
(Please Do Not enter "check-marks" or "x"). “. **Items offered on the “Spectrum” & “Generic Tee” forms require a color choice - be sure you are on the row or box corresponding to the color you wish to purchase.**
6. Manually calculate your order total, including sales tax of 7.15%
7. If you are ordering from 2-3 order forms, please add the totals together for your final check amount.
8. Attach your check payment to your order form(s).
9. Mail (or bring) your order **with payment** to:

Kim's Academy Taekwondo
ATTN: KABBA – Logo Apparel Order
1617 S. Longfellow
Wichita, Ks. 67207