



# TCHS FATHERS' CLUB

## SENIOR CLASS BANNER ORDER FORM



Banners are approximately 32" long by 15" high with brass grommets in all four corners. They have green and gold letters on white background (School Colors).

### **Here are the steps to preview and place the banner order:**

<https://www.orders-online.biz/~traypml/Custom/14490R/RETAIL/cgi-bin/qnet-main.cgi>

1. Click on the link above. It will bring up a picture of a banner.
2. Next "Click to Enter"
3. Next click on the picture of the banner
4. Next type in the Senior's name and message to appear on the banner
5. Next click the "Preview PDF" to see what the banner will look like and check for spelling errors
6. Next click "Select Quantity" and will add the banner to your cart
  - a. This will default to "1". If multiple banners are ordered, then a new form must be created.
7. Next click "View Cart" (top right corner of screen)
8. Next hit "Checkout" - The next few screens will basic information (email, address etc.)
  - a. Please input your home address as the "Shipping Address". Do not worry however, the Fathers' Club will arrange the production, pickup and hanging of the Senior Banners.
  - b. Please be sure to continue all the way through "Submit Order".
  - c. Please disregard the page about payment. Payment will be handled through TCHS and are listed below.
9. When all information is in the system, please "print" out the confirmation (top right of the screen)

**Price: \$30.00 per banner**

### **Payment Options**

1. CASH OR CHECK made payable to "TCHS" - Place the banner confirmation with the payment in an envelope and return to the School Office noting "Attn: TCHS Fathers' Club - Craig Thayer"
2. DEBIT OR CREDIT CARD - Contact the TCHS Business Office to pay by phone.

**Banner Sale Dates: January 4 to March 19, 2021**

**For questions contact Craig at 443-977-0974 or [craigthayer@gmail.com](mailto:craigthayer@gmail.com)**

Banners will be displayed in the dining hall after Spring Break through the Senior Dinner.

Banners will be given to the Seniors to take home before the last day of school.