

2022 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 # A0000465070, 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 # A0000650400, contact: Tyson Foley; 504-361-7400; email: tysonfoley@foleymarketing.com; **ALSO EMBROIDERY**; website: <http://foleymarketing.com/>
 - Louisiana Garment Silk Screeners , Vendor # A0000702080, 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# A0000897090, contact: Mike Shoemaker; 504-427-5747; email: info@gopurplemonkey.com , website: www.gopurplemonkey.com
 - **EMBROIDERY:** Orleans Embroidery - Vendor # A0000842670, contact: Juan or Amina; 504-266-2618; cell: 504-606-0950; email: info@orleanse.com; website: <https://orleanse.com> (MBE: Minority-Owned Business Enterprise)
- ❖ 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: .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, Orleans Embroidery
- If the dollar value on the initial quote is over \$2500, 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.**
- **Please provide this info to the vendors:**
 - 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
- 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.