



**THE  
RECOGNITION  
COMPANY**  
REWARD • RECOGNIZE • REMEMBER



St. Paul's School

TUESDAY, MAY 21, 2024  
1:00 PM

**BRING PAYMENT and COMPLETED  
PACKET WITH YOU**

**LETTER JACKET  
ORDERING PACKET**

In order to better serve you, **read and fill out** the entire packet before you meet with the representative to place your order on Order Day or turn in by email if ordering virtually

**Step 1**

**FILL OUT** contact information on the form below. Include email address.

PLEASE **PRINT** AND USE CAPITAL LETTERS

Date of Order

Student First Name  Student Last Name

Student Mailing City  State  Zip

Student Email  Current Grade

Parent Email  Graduation Year 20:

Parent Cell or Home Phone  Student Cell Phone

School

City  State

Through which school organization are you ordering your jacket today?  
(Ex. Band, Academic, JROTC, Basketball, Football, Tennis, etc.)

**Step 2**

**DETERMINE COST OF JACKET:** Using this info packet, select your patches and other options. (Keep in mind that an average of 4 sleeve patches can fit per sleeve. Larger sized jackets will have more space between sleeve patches than smaller sized jackets. There is a Patch Map on the reverse side of this page for your convenience.) Then calculate your total.

**Step 3**

**WHAT TO BRING** to the measuring session:

- ◆ This info packet completed. (Have notes of any questions you may have for a TRC Rep who will review your order with you.)
- ◆ **Full Payment** for jacket and patches.
- ◆ Patches you may have already received and want to have sewn on your jacket.

**Step 4**

**IMPORTANT INFORMATION:** Read the last page of this packet for other important information.

**Questions for The Recognition Company?**

letterjackets@therecognitionco.com

www.therecognitionco.com/letterjackets

Fastest response to your questions will be by email.

**THE FORM BELOW MUST BE COMPLETED**

**AND SUBMITTED WITH YOUR ORDER.**

**PLEASE INDICATE WHICH ARM AND IN WHAT**

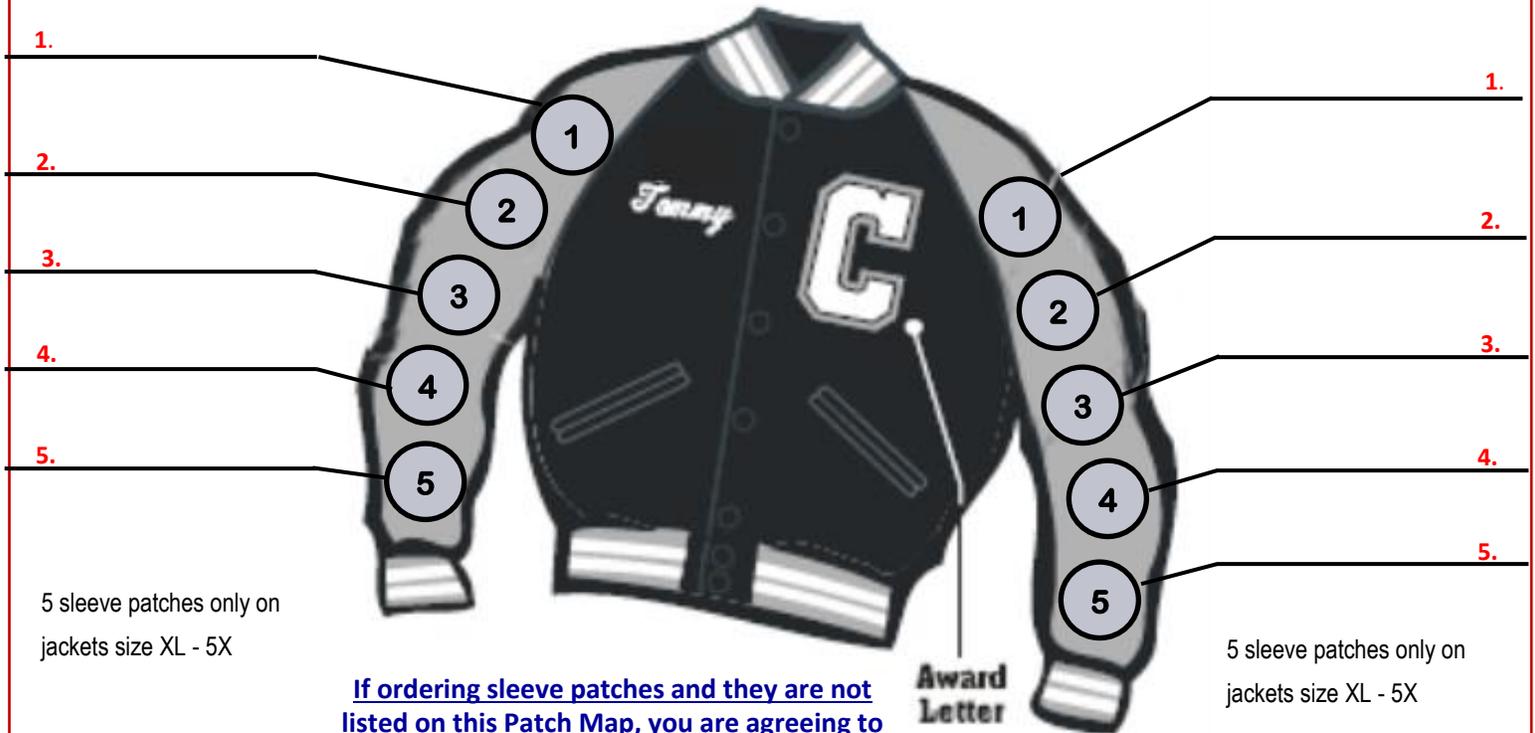
**ORDER YOU WANT YOUR SLEEVE PATCHES.**

# Letter Jacket Patch Map

**Right  
Sleeve**

**Left  
Sleeve**

Ordering sleeve patches? Please fill in the "Patch Map" below reflecting the desired placement of your sleeve patches: Number of possible patches shown based on 3"-5" chenille patches.



5 sleeve patches only on jackets size XL - 5X

5 sleeve patches only on jackets size XL - 5X

**If ordering sleeve patches and they are not listed on this Patch Map, you are agreeing to allow TRC to determine the placement of your sleeve patches.**

St. Paul's School Base Jacket Only

Images on this packet are examples. Your jacket and patches will be made in your school colors, with the exception of several patches which are clearly noted with an \*.

JACKETS SHIP TO HOMES



PLEASE NOTE: It is the sole decision of the Student/Parent as to what size jacket is chosen. When a student signs for the jacket, they acknowledge the correct size is ordered. Jacket rep will NOT tell a student what size to order under any circumstance. If you have any questions or concerns, please speak to a rep on Measure Day.

All prices INCLUDE tax. Sizes XS-2XL \$ 121.00. Oversize Charge: \$ \_\_\_\_\_. Oversize Charge: 3X add \$26; 4X add \$36; 5X add \$46; over 5X add \$46 + \$12 per size

AWARD LETTER SYMBOLS & BARS

BARS represent the number of years you lettered



INSERTS(SYMBOLS) represent your sports, clubs & activities

Total number of symbols \_\_\_\_\_ x \$3.00 = \_\_\_\_\_. Total number of bars \_\_\_\_\_ x \$3.00 = \_\_\_\_\_

List symbols and # of bars for each \_\_\_\_\_

Award Letter \$ INCLUDED. Total cost of Symbols \$ \_\_\_\_\_. Total cost of Bars \$ \_\_\_\_\_

FRONT OF JACKET

Name

DIRECT EMBROIDERY (Swiss thread embroidered on front right of jacket opposite from Award Letter.) Students must provide pre-approval, in writing, from coach/sponsor at time of measurement for Nicknames.—NO EXCEPTIONS.



1st Line \_\_\_\_\_ \$19.00. Additional Line \_\_\_\_\_ \$14.00. (Additional line examples: Section Leader, President, Captain)

1st Line \$ \_\_\_\_\_. Additional Line \$ \_\_\_\_\_

YEAR DATE (Sleeve patches)

Circle your choice of style

Standard sleeve placement is top left sleeve unless requested otherwise.



Write Graduation year here. Student MUST verify year.

Year Date \$ \_\_\_\_\_. Remember to fill in sleeve patches on your Patch Map - pg. 2!

POSITION / JERSEY NUMBER / WT. Class Sleeve Patches

Grid of patches for Position (Trainer, Manager, MGR), Jersey Number (Plain, w/sport, All Chenille), and Wt. Class (Plain, w/sport) with prices.

If ordering, write Position: \_\_\_\_\_. Jersey #/Wt. Class: \_\_\_\_\_. Sport: \_\_\_\_\_

Position \$ \_\_\_\_\_. Jersey # \$ \_\_\_\_\_. (Standard sleeve placement is top of right sleeve unless requested otherwise.) Wt. Class \$ \_\_\_\_\_

ATHLETICS Team/Custom/Individual Honors—Sleeve or Back of Jacket Patches Your choice not pictured? Ask a representative for availability. THE WORD VARIOUS EXAMPLE BELOW IS WHERE WORDING /LETTERING WILL GO.

Grid of various sports patches including State of LA, Baseball, Basketball, Soccer, Tennis, Wrestling, etc., with prices.

Circle images of your choices. Patches \$36.00 x \_\_\_\_ qty=\$ \_\_\_\_\_. State of LA Patch \$37.00 x \_\_\_\_ qty=\$ \_\_\_\_\_. Combo Patches (patches with 2 honors on one patch) \$42.00 x \_\_\_\_ qty=\$ \_\_\_\_\_. 8" Back of Jacket patches \$53.00 x \_\_\_\_ qty=\$ \_\_\_\_\_. \*\*Rep will be available to answer questions and help with wording.

Patch Style \_\_\_\_\_ Lettering \_\_\_\_\_. Patch Style \_\_\_\_\_ Lettering \_\_\_\_\_. Patch Style \_\_\_\_\_ Lettering \_\_\_\_\_

### BAND/CHOIR/DRAMA/FINE ARTS Sleeve Patches

THE WORD VARIOUS EXAMPLE BELOW IS WHERE WORDING /LETTERING WILL GO.



Common Instruments-also available: **ON A SLEEVE \$36.00 OR MINATURE 1" ON award letter : \$3 each.**

- |               |            |             |            |           |
|---------------|------------|-------------|------------|-----------|
| Baritone      | Clarinet   | French Horn | Piano      | Trumpet   |
| Bass Clarinet | Cymbals    | Guitar/Harp | Piccolo    | Tuba      |
| Bass Drum     | Drumsticks | Mellophone  | Saxophone  | Violin    |
| Bassoon       | Euphonium  | Oboe        | Snare Drum | Xylophone |
| Cello         | Flute      |             | Trombone   |           |

**MOST INSTRUMENTS AVAILABLE**  
**Ask a representative!**

Please circle the patches you would like to order.

Patches  
\$36.00 x \_\_\_ qty=\$\_\_\_\_\_

### CLUBS/Specialty Sleeve Patches - (Tab may be added to accommodate the wording.) \*All patches except American Flag, LA Flag, Robotics, and French Club logo are made in school colors. Most country flags available. Ask Representative.



Please circle the patches you would like to order.

Patches  
\$36.00 x \_\_\_ qty=\$\_\_\_\_\_

Patch/Style \_\_\_\_\_  
Wording needed:  
\_\_\_\_\_  
\_\_\_\_\_  
Patch/Style \_\_\_\_\_  
Wording needed:  
\_\_\_\_\_  
\_\_\_\_\_

### CHEER/ DANCE / FLAGS sleeve Patches - THE WORD VARIOUS EXAMPLE BELOW IS WHERE WORDING /LETTERING WILL GO.



Please circle the patches you would like to order.

\$36.00 x \_\_\_ qty=\$\_\_\_\_\_

Patch/Style \_\_\_\_\_  
Wording needed:  
\_\_\_\_\_  
\_\_\_\_\_

Misc. Shaped Patches Available: Circle, Oval, Heart, Shield, Rectangle, and outlines of any State.

### ACADEMICS/FINE ARTS Sleeve patches-\*All patches except The National Society of High School Scholars are made in school colors.



Please circle the patches you would like to order.

Patches  
\$36.00 x \_\_\_ qty=\$\_\_\_\_\_

\$37.00 x \_\_\_ qty=\$\_\_\_\_\_

\$38.00 x \_\_\_ qty=\$\_\_\_\_\_

Patch/Style \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The National Society of High School Scholars



\$38\*

### JROTC Sleeve Patches - (Wording below is standard. Changes may be made on shield patches.)

THE WORD VARIOUS EXAMPLE BELOW IS WHERE WORDING /LETTERING WILL GO.

US Army JROTC



\$36

JROTC Leadership



\$36

US NJROTC w/Anchor



\$36

NJROTC Navy Anchor



\$36

AFJROTC Rifle Team w/ crossed rifles



\$36



\$36

JROTC Drill Team w/ crossed rifles



\$36

JROTC Color Guard w/ crossed rifles



\$36

Please circle your branch:

Army  
Navy  
Air Force  
Marines

JROTC Physical Fitness w/Runner



\$36

Word Bar



\$36

\$35 w/tab and Wording.



JROTC Boots



Crossed Rifles



Crossed Swords

Chevrons



\$14 first \$11 each addtl

Please circle the patch(es) you would like to order.

Patch \$ \_\_\_\_\_

Patch \$ \_\_\_\_\_

Please make a note if adding any wording to boots, rifle or saber patches, or if changing wording on shield patches. Use back if needed.

Shield Patches w/crossed rifles can have crossed swords or flags instead.

Service Branch: \_\_\_\_\_

### SEW ON

You may bring previously received patches to be sewn on your jacket during production:

Bring patches with you in a bag with NAME on it.

Sew-on of previously received patches. # of Patches \_\_\_\_\_ X \$13.00 = \_\_\_\_\_

\*\*All others should be taken to seamstress or dry cleaner

Sew On(s) \$ \_\_\_\_\_

### SCHOOL MASCOT PATCHES

CIRCLE YOUR CHOICE of mascot size:



4" Sleeve Mascot \$36

OR 6" Back of Jacket Mascot \$41

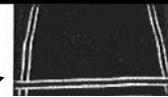
Mascot Patch \$ \_\_\_\_\_

### SAILOR COLLAR

\$31.00

Collar Only—Does not include personalization on collar.

Example of plain sailor collar



Sailor Collar \$ \_\_\_\_\_

### BACK OF JACKET NAMES Embroidery

Students must provide pre-approval, in writing, from coach/sponsor for any Nicknames at time of measure.—NO EXCEPTIONS

Back of Jacket Name With Direct Embroidery - - Not a Patch - - \$47.00 Letters sewn directly onto sailor collar or back of jacket. Straight names only; arched embroidery not available.

\*\*Tails, Decorations, Crazy and Arched patterns NOT available.

Back of Jacket Name Using A Chenille Patch - - Produced as separate patch and sewn on back of your jacket or sailor collar.

If you chose a chenille back of jacket patch, please circle a style choice:



Old English \$60



Arched plain \$52  
7 letters recommended minimum



Arched plain 2 decorations \$58  
7 letters recommended minimum



Crazy Block plain \$53



Straight name w/ décor \$56

(1) \_\_\_\_\_  
Circle style choice at left. Place main wording here.

(2) \_\_\_\_\_  
Place tail wording here, if any.

(3) \_\_\_\_\_  
Decorations Options, if any: Place decoration choice here Must all be same.



Straight name plain \$51



Name/plain tail \$56



Name/tail/letters \$61



"THE WORKS" \$71

- Baseballs
- Basketballs
- Crosses
- Footballs
- Hearts
- Horseshoes
- Megaphones
- Music Notes
- Paws
- Soccer balls
- Softballs
- Stars
- Volleyballs
- Winged Feet (Track or CC)

Direct Embroidery \$ \_\_\_\_\_

OR

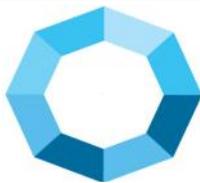
Patch \$ \_\_\_\_\_

### GENUINE LEATHER SLEEVE UPGRADE

\$99.00 in addition to base jacket cost.

Base jacket has imitation leather (vinyl) sleeves. Due to leather dye, genuine leather sleeve color could look slightly different than imitation leather (vinyl) sleeves.

Leather Sleeve Upgrade \$ \_\_\_\_\_



# THE RECOGNITION COMPANY

Don't see your Patch? Just Ask!

985-236-2300

Hours: 9:00 a.m. - 4:00 p.m. M-F

letterjackets@therecognitionco.com  
www.therecognitionco.com/letterjackets

Subtotal \_\_\_\_\_

Sales Tax **INCLUDED** \_\_\_\_\_

Handling **\$20.00** \_\_\_\_\_

**TOTAL** \_\_\_\_\_

Payment can be made by cash or by check, money order or debit/credit card (VISA/Master Card/Discover only).

Please make checks payable to: **The Recognition Company** or **TRC.**

If paying with card: Charge will appear on your statement as: **TRC-BR.**

**\$40 charge will apply for declined Credit Cards.**

**FULL PAYMENT DUE**

**AT TIME OF**

**MEASUREMENT**

Card Number: \_\_\_\_\_ Exp. \_\_\_\_/\_\_\_\_ CVV Code: \_\_\_\_

Cardholder's Billing Address: \_\_\_\_\_ Signature: \_\_\_\_\_

THE SALES PRICE OF THIS ORDER INCLUDES ALL LOCAL AND STATE SALES TAX. In accordance with LA R.S. 47:304F, "Any art of the tax not paid by the purchaser will be remitted on behalf of the purchaser by the dealer. In addition, this is your "written evidence that the dealer will be liable for and pay any tax the purchaser was relieved from paying under this paragraph himself."

# IMPORTANT INFORMATION

## JACKET SIZING

- ◆ Student/Parent chooses size either in person or virtually.
- ◆ When student signs for their jacket at their school groups' measure session, they acknowledge the correct size is ordered.
- ◆ Jacket rep will **NOT** tell a student what size to order under any circumstances.
- ◆ Actual sizes will be on hand at school's measure session to help you determine your jacket size.

## PAYMENT

- ◆ Full payment must be made on measurement day.
- ◆ Cash, check, money order or debit/credit (VISA, MasterCard, Discover cards only). **American Express not accepted.**
- ◆ Charge will appear on your statement as: **TRC-BR.** (\$40.00 Fee for Disputed Charges)

## LATE PAYMENT

- ◆ An additional \$50 processing fee will be added to your order if payment is received after group order session.
  - ◇ Late payment will delay receipt of your jacket.

## LATE ORDERS

- ◆ Any order received after the school group order session will be referred to our retail department.
  - ◇ All late orders are processed at an individual retail price and will not ship with the group order.

## NSF CHARGE/DECLINED CREDIT CARD

- ◆ \$40 charge for NSF checks and Declined credit cards

## CHANGE/CANCELLATION FEE

- ◆ A \$40 cancellation fee will be incurred if orders are cancelled prior to production.
- ◆ **Any changes made after 48 hours from order date will incur a \$15.00 charge.**
- ◆ Changes to orders or cancellations CANNOT be made once the order reaches the factory.

## PATCHES

- ◆ To see more patches available or to order patches after you receive your jacket, go to:

**[therecognitionco.square.site](http://therecognitionco.square.site)**

If ordering patches online for a jacket you already have, proceed to Checkout and be sure to list the name of your school, school organization/team/group, and any custom wording you are ordering. Put this in the box that says "additional note to merchant". OR you can email [orders@therecognitionco.com](mailto:orders@therecognitionco.com)

PLEASE NOTE:

"Loose" patches will be mailed directly to your home. You can have them sewn on your jacket at your local alteration shop.

Patches pictured on the order form and website will be in school colors unless otherwise indicated and are a representation of what the patch should look like. In some cases there may be some slight differences due to manufacturing variances.



**Questions?**

Email: [letterjackets@therecognitionco.com](mailto:letterjackets@therecognitionco.com)

[www.therecognitionco.com/letterjackets](http://www.therecognitionco.com/letterjackets)

Mailing Address: 7960 Goodwood Blvd.  
Baton Rouge, LA 70806