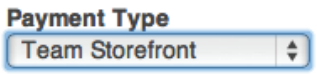
How to Place Order Using the Team Storefront

1: Create an account at www.podiumwear.com

2: Log in to your new account and start a new order from your account dashboard. You will be prompted to enter the appropriate contact information.

3: Choose either “Start a New Order” or “Start a Re-Order” from your account dashboard. You will be prompted to enter order information and billing/shipping information.

4: Choose “Team Storefront” from the drop-down menu under “Payment Information” (see below).



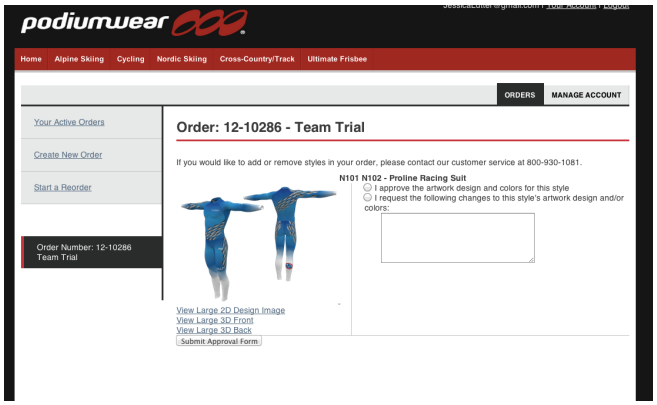
Team Storefront/Purchase Order Payment
After confirming your new order on the next step, please call our customer service at 800-930-1081 to confirm your Team Storefront order or purchase order and have your order approved.

Work on your order will not begin until your order has been approved.

5: Please submit your artwork online via email to artwork@podiumwear.com. Artwork can be as rough as a photo of a napkin sketch or as detailed as a vector file from Adobe Illustrator. If you need help with a design, our art team will work with you to create a design at no cost. If you have a very large file, contact us at 800-930-1081 for upload options. Call us any time to talk things over. We are happy to help!

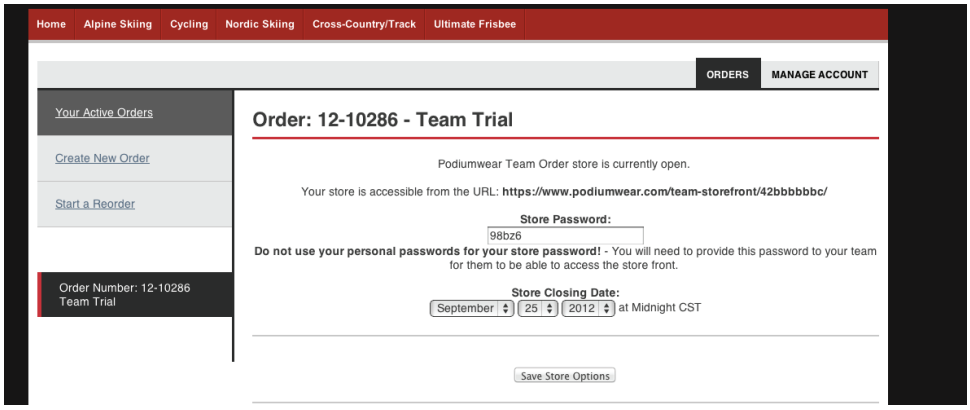
6: If this is a new order, we will send you a fabric swatch for color approval once the initial artwork is finished. If this is a re-order, no swatch will be sent.

7: Our art team will post 2D and 3D images of your product design/s on your account dashboard within 5 days. You will be emailed when these images are up for you to approve or request additional changes. (See below)



8: Once final artwork is approved by you, the Team Storefront will be ready to open. A link will be provided for you to copy and paste into an email to your teammates. You will also be given a "store password", which you can re-name if you wish.

Please enter a date range for the Team Storefront to be open. If no date range is chosen, you will automatically receive a closing date of 2 weeks from the day your password is given. (See below)

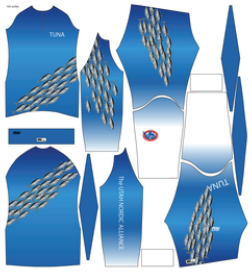


9: A summary of the individual orders, showing name, quantities and sizes, will be continually updated at the bottom of your order page for you to track. (See Below)

What Has Been Ordered and By Who:

Current Overview

N101 N102 - Proline Racing Suit



N101 - Proline Racing Suit Top

Size	Quantity
S:	1
L:	1
XL:	2

N102 - Proline Racing Suit Bottom

Size	Quantity
S:	1
XL:	1
M Long:	1
XL Long:	1

Current Order Breakdown

First Name	Last Name	Style Number	XXS	XS	S	M	L	XL	XXL	3XL	4XL	XXS Long	XS Long	S Long	M Long	L Long	XL Long	XXL Long	One Size
Joe	Skier	Proline Racing Suit Top	0	0	1	0	1	2	0	0	0	0	0	0	0	0	0	0	0
Joe	Skier	Proline Racing Suit Bottom	0	0	1	0	0	1	0	0	0	0	0	0	1	0	1	0	0

10: Production will start when the store closes. All products are printed, cut and sewn right here in our St. Paul, MN facility.

11: All products ordered are delivered to the contact listed in your original ship ping information (NOT to individuals who've ordered). Products are shipped approximately 3-5 weeks from when the order was submitted to production. Timing can vary by season. A summary of all orders placed, including name, quantity, and size will be included with shipment for ease in distribution.

12: Please post a photo of your team on our facebook page at: www.facebook/podiumwear

Thank you for your business and for choosing products Made in Minnesota!