



Coastal Bend
COLLEGE

Customized Tablecloths

Customized tablecloths with department names are ordered three times yearly to save production and shipping costs. The deadlines for PO #'s are March 1, June 30, and Oct 1. Please see the following for ordering procedures:

- Acquire your PO (RR in dps) for \$500 vendor #30575
- **After** you've received your PO#,
- Submit your tablecloth details and PO# to printing@coastalbend.edu

Delivery is 2-4 weeks after the PO deadlines. A garment bag and hanger are provided.