



New shirts

Imagine you work for a small business that sells landscape and gardening supplies. The business owners made a new rule that all employees have to wear shirts with the business name and logo on them at work.

Your manager asks you to help collect information about how many shirts to order. You need to collect information from everyone about:

- how many shirts they want
- what size shirt they wear
- what kind of shirts they want



Your manager also asked you to make sure that everyone knows that they can ask for up to 4 shirts, and that the new shirts will be at the store on June 1st.

The types of shirts available are:

- T-shirt
- Long sleeve t-shirt
- Button up dress shirt
- Sweater

The sizes of shirts available are:

- Small
- Medium
- Large
- Extra large

Your manager wants all of this information by May 10th.

You decide to make a form for everyone to fill out with information about what shirts they want. Use the next page to make a sample form. Leave space for people to fill in the information you need. The form should also include instructions so everyone knows how to fill it out.

New shirt order form