



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



**ARCHBISHOP SHAW**  
THURSDAY, MAY 7, 2026  
11:15 AM  
GYM LOBBY  
BRING PAYMENT and THIS 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 Measurement Day.

**Step 1**

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

**PLEASE PRINT AND USE CAPITAL LETTERS**

Date of Order

Student First  Student Last Name

Student Mailing Address

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:

- ◆ Full Payment for jacket and patches
- ◆ Patches you 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.

**THE RECOGNITION COMPANY**  
Questions?

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**

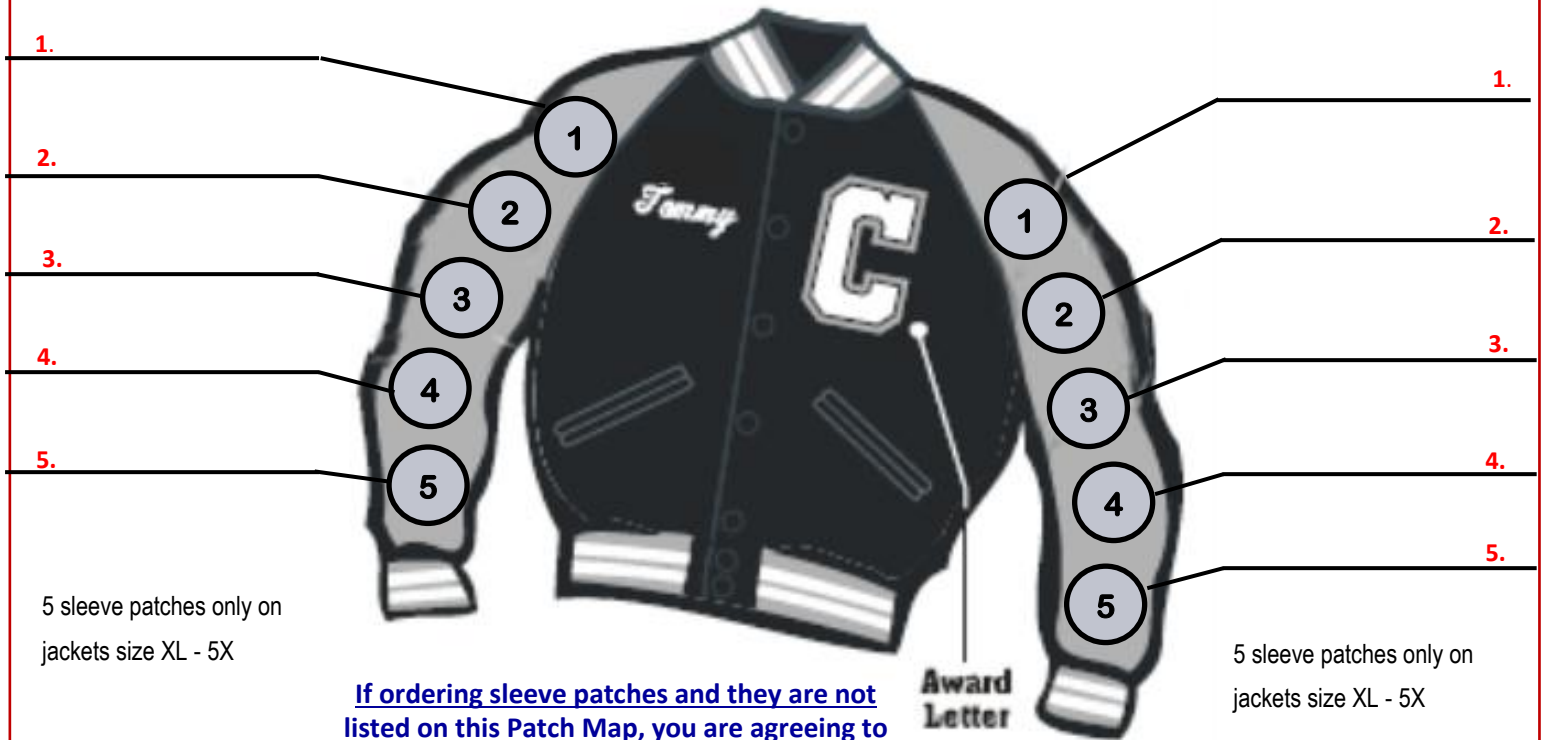
**ORDER YOU WANT YOUR SLEEVE PATCHES.**

## **Letter Jacket Patch Map**

**Right  
Sleeve**

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.

**Left  
Sleeve**



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.**

# ARCHBISHOP SHAW BASE JACKET ONLY



**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 \$ **128.00**  
 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

ALL SPORT/CLUB symbols ARE AVAILABLE but will be verified with school. Please do not list sports / clubs for which you are not eligible.

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



**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**

1st Line \$ \_\_\_\_\_

Additional Line \$ \_\_\_\_\_

## YEAR DATE

(Sleeve patches)

Circle your choice of style

Standard sleeve placement is top left sleeve unless requested otherwise.



\$33

\$34

Write Graduation year here. Student **MUST** verify

\*Class of 28 only in 4 digit

Year Date \$ \_\_\_\_\_

## POSITION / JERSEY NUMBER / WT. Class Sleeve Patches

Position	Trainer	Jersey Number			Wt. Class	
\$31	TRN Manager \$33	Plain \$31	w/sport \$33	All Chenille \$34	Plain \$33	w/sport \$35

If ordering, write **Position:** \_\_\_\_\_

**Jersey #/Wt. Class:** \_\_\_\_\_

**Sport:** \_\_\_\_\_

Position \$ \_\_\_\_\_

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

## ATHLETIC PATCHES (Sleeve OR back of jacket patches)

State of LA	Basketball	Football	Crossed Bats	Softball	Captain "C"	Lacrosse	Volleyball	Soccer
Diver	Swimmer	Tennis	Golf Clubs	Bass Fish	Golf Bag	Cross Country	Track	Bowling Pins
Gymnast	Gymnast	Wrestler	Wrestlers	Weight Bar	Powerlifting	Basketball W/	<b>All Sports Available!!</b>	

If needed, please use the back of the page to write out patch style/lettering. Also, if you are ordering more than 2 sleeve patches, please fill in your PATCH MAP on pg. 2. The rep will gladly answer your questions.

**Patches**  
 \$38.00 x \_\_\_\_\_ qty = \$ \_\_\_\_\_  
**State of LA Patch**  
 \$39.00 x \_\_\_\_\_ qty = \$ \_\_\_\_\_  
**Combo Patches (patches with 2 honors on one patch)**  
 \$44.00 x \_\_\_\_\_ qty = \$ \_\_\_\_\_  
**8" Back of Jacket patches**  
 \$55.00 x \_\_\_\_\_ qty = \$ \_\_\_\_\_  
 (Rep will be available to answer questions and help with lettering.)

## SEW ON

**NEW JACKETS ONLY** of previously received patches.

\*\*Bring patches with you in a **Plastic Bag with NAME on Bag.** # of patches \_\_\_\_\_ x \$14.00 = \_\_\_\_\_

Sew On Patches \$ \_\_\_\_\_

## 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 different than imitation leather (vinyl) sleeves

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

A 3% fee will be added to all credit card payments. No fee added to debit card, checks or cash payments.

504-512-5646

**Don't see your Patch? Just Ask!**

Payment must be made on measurement day and may be made in cash or by check, money order, or credit card. Please make checks payable to: **The Recognition Company** or **TRC.**

Cash \_\_\_\_\_ Check \_\_\_\_\_ Card \_\_\_\_\_

Hours: 9:00am—4:00pm M-F  
 Email: [letterjackets@therecognitionco.com](mailto:letterjackets@therecognitionco.com)  
 Website: [www.therecognitionco.com](http://www.therecognitionco.com)

Subtotal \_\_\_\_\_

Sales Tax **INCLUDED**

Handling \$19.00

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

**All card payments will be run at check out on site. There is a 3% convenience added to all credit card payments.**

**FULL PAYMENT DUE AT TIME OF MEASUREMENT**

THE SALES PRICE OF THIS ORDER INCLUDES ALL LOCAL AND STATE SALES TAX. In accordance with LA R.S. 47:304F, "Any part 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 sizers 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 are preferred methods of payment.
- ◆ Debit/credit (VISA, MasterCard, Discover cards). A 3% fee will be added to all credit card payments.
- ◆ Charge will appear on your statement as: **TRC-BR or The Recognition Company of BR (\$50.00 Fee for Disputed Charges)**
- ◆ **Disputed credit card charges must be repaid with a different method of payment. Your order will be delayed.**

## LATE PAYMENT /ORDERS

- ◆ An additional \$60 processing fee will be added to your order if payment is received after group order session.
  - ◆ 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/DISPUTED CREDIT CARD

- ◆ \$40 charge for NSF checks, Declined credit cards and Disputed charges.
- ◆ \$50.00 Fee for Disputed Charges

## CHANGE/CANCELLATION FEE

- ◆ A \$40 cancellation fee will be incurred if orders are cancelled for any reason.
- ◆ **Any changes made after 72 hours from order date will incur a \$15.00 per change service charge.**
- ◆ Changes to orders or cancellations **CANNOT** be made once the order reaches the factory.
- ◆ Refunds for payments made through Pay Pal will be amount of sale less Pay Pal fees.

## 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