



# Message Templates - Bulk Orders

**RED** WORDS = DELETE BEFORE YOU SEND THE MESSAGE

**GREEN** WORDS = EDIT BEFORE YOU SEND THE MESSAGE

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## 1. First Announcement

*Use this when you're first telling your group about the shirts.*

### **Message:**

We're placing a group order for shirts!

Here's what you need to do:

- Choose your size
- Submit your payment
- Send your info before the deadline

Details:

- Shirt: [brief description – color, style, etc.]
- Price: \$[amount]
- Deadline: [date]
- Payment method: [Cash, Zelle, Venmo, etc.]

Please send me your:

- Name
- Size
- Payment

### **Example:**

John Smith – Large – I sent you the money through Zelle

Orders are not confirmed until payment is received. Let me know if you have any questions.

**END OF MESSAGE**

## 2. Payment Reminder Message

*Use a few days before the deadline.*

**Message:**

Reminder to submit your shirt order and payment!!

**Deadline:** [date]

If you already sent payment, you're all set.

If not, please send your order and payment as soon as possible so you don't miss out.

Details:

- Shirt: [brief description – color, style, etc.]
- Price: \$[amount]
- Payment method: [Cash, Zelle, Venmo, etc.]

Please send me your:

- Name
- Size
- Payment

**Example:**

John Smith. Large. I sent you the money through Zelle.

Orders aren't confirmed until payment is received. Let me know if you have any questions.

**END OF MESSAGE**

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## 3. Final Call (Deadline Push)

*Use the day before or day of the deadline.*

**Message:**

Final call for shirt orders! Deadline is today: [date]

If you want a shirt, send your order and payment today.

**Example:**

John Smith. Large. I sent you the money through Zelle

Orders will be submitted after today, and no additional orders can be added.

**END OF MESSAGE**

## 4. Order Confirmation Message

*Use once someone has paid.*

**Message:**

Got your order and payment.

Here's what I have for you:

[Name. Size. Quantity]

If anything needs to be corrected, let me know before [cutoff time/date].

**END OF MESSAGE**

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## 5. Late Order Response (Set Boundaries)

*Use this when someone asks to put in an order after the deadline.*

**Message:**

Hey, we've already submitted the final order.

At this point, we're not able to add additional shirts. If anything changes, I'll let you know, but for now the order is closed.

**END OF MESSAGE**

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## Delivery / Pickup Notification (When Order Is Ready)

**Message:**

The shirts are ready!

I'll be distributing them on:

[date, time, location]

Please plan to pick up your order then. If you can't make it, let me know so we can coordinate another time.

**END OF MESSAGE**