

## 2017 Bike to Work Day T-Shirt FAQ

### ***How do I order shirts and hats for myself?***

So easy: just go to <https://biketoworkdayco.com/> and shop for yourself, your brother, and your BFF!

### ***I'm a company coordinator, and I plan to order shirts for a lot of employees. What do I do?***

Start by contacting Kayla Luna at KSE Imprints, the Bike to Work Day t-shirt vendor, by email at [kayla.luna@kseimprints.com](mailto:kayla.luna@kseimprints.com) or by phone at 303-405-1243. She'll help you set up a Shopify site just for your employees so that they can select their shirt and size. If your company will be paying for the shirts, you can set the pricing at \$0.00 and receive one invoice from KSE after the shop closes.

### ***I'm ordering shirts for just a few employees, and don't need a special store just for us. What about that?***

You got it: just go to <https://biketoworkdayco.com/>, select the shirt or shirts you want to be able to offer your employees, send it in an email and ask them for their preferred sizes. Set a deadline for people to get you their sizes. Compile that information in a spreadsheet (or on a Post-it next to your computer, if that's how you roll), then go place a bulk order at <https://biketoworkdayco.com/>. It's that easy!

### ***Okay, but what if my company isn't paying for shirts and I don't want to be responsible for placing the order, but I \*do\* want everyone to purchase the same shirt so we look like a team. How do I do that?***

Go to <https://biketoworkdayco.com/>, and look at all the options on offer. Pick the shirt design you want your employees to wear, and send an email to your employees with a link just to that shirt so they know which one you want them to order.

Any other questions? Contact Kayla Luna at KSE Imprints, the Bike to Work Day t-shirt vendor, by email at [kayla.luna@kseimprints.com](mailto:kayla.luna@kseimprints.com) or by phone at 303-405-1243.