

Employee Swag Form Template

All questions are optional. Select one answer for each choice question.

Write your answers to the open questions in the space provided.

Review the merchandise options and size guide provided above. You may request one item or choose no item. This form records a request; availability and pickup will be confirmed by the organizer. You may skip any field.

1. What name should the organizer use for your request?

2. What work email address should receive the request update?

3. Which item would you prefer?

- ☐ T-shirt
- ☐ Notebook
- ☐ Reusable bottle
- ☐ No item
- ☐ I would like to ask about another option

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4. If you chose the T-shirt, which size would you request?

- ☐ XS
- ☐ S
- ☐ M
- ☐ L
- ☐ XL
- ☐ 2XL
- ☐ 3XL
- ☐ My size is not listed
- ☐ I need help choosing a size
- ☐ Not applicable

5. Which pickup arrangement would work for you?

- ☐ I can collect at the stated workplace location
- ☐ I need to discuss another arrangement
- ☐ Not applicable

6. If your preferred item is unavailable, what should the organizer do?

- ☐ Contact me about alternatives
- ☐ Cancel this request
- ☐ Not applicable

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7. What question about the item or pickup would you like the organizer to answer?
