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Inventorying Your Orders

Best Practices Guide



Ensure a smooth and organized start to your season!

Accurate inventory management helps prevent issues during team distribution and ensures timely resolution of missing or damaged items.

Please review and follow the steps below to properly receive, verify, and manage your merchandise.





Upon Delivery

1. Inspect all Boxes

- Count all boxes upon delivery.
- Check for visible damage to any boxes. If damage is present, take clear photos immediately. Please include the shipping label in photo

2. Open and Organize Inventory

- Separate items by team, item type and size to make tracking easier.
- Carefully open each box. Note that sports balls are often packed beneath jerseys and flag belts, so check thoroughly.

3. Verify Packing List

- Count all items and compare against the provided packing list (not your spreadsheet)
- If possible, have a second person double-check counts for accuracy
- Record any discrepancies, missing or damaged items.



Before Distribution

- Do NOT hand out merchandise to teams or coaches until everything has been counted and verified.
- Ensure all items match the packing list and are accounted for.
- The count is done prior to distribution because it is very difficult to retrieve items after families have them. Merchandise that has been worn cannot be returned or exchanged.

Sample Packing List

- Check merchandise totals at the bottom of the page.
- Check quantity and sizes
- Check extra merchandise such as shorts, sleeves, headbands, etc.



ORDER TYPE: NFL Bulk
ORDER DATE: Jul 3 2025 03:40:30 PM
LEAGUE NAME: **NFL FLAG Football**
SEASON NAME: Fall 2025
CUSTOMER NAME: **John Smith**
SHIPPING ADDRESS:
SHIP METHOD: Ground
HAS LETTERING: Yes

NFL1234COM

Check sizes and quantity



SKU	Description	Quantity	Lettered Qty
1442905-FIF	NFL FLAG Football FIF JrR.	3	0
851425.025.M	NFL FLAG Shorts YELLOW AM	1	0
851425.065.S	NFL FLAG Shorts NAVY AS	1	0
851426.016.M	NFL FLAG Shorts GREY YM	1	0
851426.016.S	NFL FLAG Shorts GREY YS	1	0
851426.040.S	NFL FLAG Shorts RED YS	10	0
851426.065.L	NFL FLAG Shorts NAVY YL	1	0
851426.065.S	NFL FLAG Shorts NAVY YS	4	0
851426.080.S	NFL FLAG Shorts BLACK YS	10	0
Bears.Shorts.YL	NFL FLAG Shorts Bears YL	4	0
Bears.Shorts.YM	NFL FLAG Shorts Bears YM	4	0
Bears.Shorts.YS	NFL FLAG Shorts Bears YS	1	0
Dolphins.Shorts.AS	NFL FLAG Shorts Dolphins AS	2	0
Dolphins.Shorts.AXL	NFL FLAG Shorts Dolphins AXL	4	0
Dolphins.Shorts.YL	NFL FLAG Shorts Dolphins YL	3	0
Dolphins.Shorts.YM	NFL FLAG Shorts Dolphins YM	1	0
FGLOVES.PATRIOTS.YML	Receiver Gloves Patriots YM/YL	1	0
FGLOVES.SEAHAWKS.YXSS	Receiver Gloves Seahawks YXS/YS	1	0
FlagBelt.Toyota.Yellow	NFL Flag Belt - Toyota (Tarpaulin) - Yellow	10	0
HB.Dolphins	NFL FLAG Headband Miami Dolphins	1	0
HB.Seahawks	NFL FLAG Headband Seattle Seahawks	1	0
MGUARD	Mouthguard	8	0
NFLFLAG.StandardUniform.Kit.Bears.YL	NFLFLAG StandardUniform Kit Bears YL	4	0
NFLFLAG.StandardUniform.Kit.Bears.YM	NFLFLAG StandardUniform Kit Bears YM	4	1
SOCKS.BEARS.YML	NFL FLAG Socks Bears YM/YL	2	0
SOCKS.DOLPHINS.YS	NFL FLAG Socks Dolphins YS	1	0
SOCKS.PATRIOTS.YML	NFL FLAG Socks Patriots YM/YL	1	0
SOCKS.SEAHAWKS.AS/AM	NFL FLAG Socks Seahawks AS/AM	1	0
SOCKS.SEAHAWKS.YML	NFL FLAG Socks Seahawks YM/YL	2	0
SOCKS.SEAHAWKS.YS	NFL FLAG Socks Seahawks YS	1	0
SOCKS.STEELERS.AS/AM	NFL FLAG Socks Steelers AS/AM	1	0
Steelers.Shorts.AS	NFL FLAG Shorts Steelers AS	2	0
Steelers.Shorts.AXL	NFL FLAG Shorts Steelers AXL	1	0
Steelers.Shorts.YL	NFL FLAG Shorts Steelers YL	4	0
Steelers.Shorts.YM	NFL FLAG Shorts Steelers YM	2	0
Total		215	21

Female in Flag Football	NFL FLAG Shorts	NFL Team Branded Shorts	Receiver Gloves	Flag Belt	Headband	Mouthguard	NFL FLAG Standard Uniform Kit	Performance Jersey	NFL FLAG Sleeves	NFL FLAG Socks
3	29	63	2	10	2	8	73	10	6	9

Total number of Jerseys received would include number of Kits and Performance jerseys ordered combined
Total number of flag belts received would include number of kits and flag belts combined



Exchange Policy

- Exchange requests MUST be submitted within 30 days of the original order date.
- Operators are allowed one (1) exchange per order. Submit all exchanges together for each order
- All exchange items must be new and unworn.
- Exchanges are subject to a \$25 restocking fee for up to 10 items. Each additional item beyond the first 10 will incur a \$5 fee per item fee.
- [View the Guide](#) for more information and instructions on how to submit an exchange

Order Issues

- To report missing, damaged, or wrong items, you'll need to submit an Order Issue in League Central
- [View the Guide](#) for more information and instructions on how to submit an Order Issue

Need Additional Help?

Contact Us:

NFL FLAG: info@nflflag.com

MLS GO: support@mlsgo.com

Jr. NBA/Jr. WNBA Leagues: info@jrnbaleagues.com

NHL STREET: support@nhlstreet.com