

CUSTOMIZE YOUR GEAR

PROMOTIONAL PRODUCTS



KNOW YOUR DUE DATE AND PLAN AHEAD

- USE AN EVENT DATE AND WORK BACKWARDS TO UNDERSTAND EXACTLY WHEN YOU'LL NEED THE PRODUCT BY
- PROMOTIONAL PRODUCTS ARE OFTEN PRODUCED AT ANOTHER MANUFACTURER SO LEAD TIME VARY DEPENDING ON WHAT PRODUCTS YOU CHOOSE. WORK WITH YOUR SALES REP TO MANAGE THE DELIVERY DATE



VENDOR GUIDLINES

- LOOKING AT THE LINKS SALES TEAM MEMBERS SEND YOU HELP NARROW DOWN EXACTLY WHAT PRODUCT FITS FOR YOU
- MANUFACTURERS OF PROMOTIONAL PRODUCTS PRODUCE GOODS THEIR OWN WAY AND AT THEIR OWN RATE
- BE PREPARED TO UNDERSTAND MINIMUM ITEM REQUIREMENTS, SET-UP FEES, AND SHIPPING COSTS



RELY ON OUR EXPERTISE

- OUR SALES REPS DO THIS EVERY DAY. THEY ARE AWARE OF MARKET TRENDS AND WILL HELP GUIDE YOU TO PROVEN PRODUCTS
 - THE CREATIVE TEAM HERE HAS MORE THAN ENOUGH EXPERIENCE TO KNOW WHAT DOES AND DOES NOT WORK ON PROMOTIONAL PRODUCTS
 - OUR JOB IS TO UNDERSTAND YOUR BUDGET AND TO WORK WITH YOU NO MATTER WHAT YOUR REQUIREMENTS ARE
 - BE SURE TO READ AND DOUBLE CHECK ANY INFORMATION 2 THE TEE SENDS YOU
- APPROVAL OF DOCUMENTS ARE AN IMPORTANT PART OF THE PROCESS TO MAKE SURE NOTHING GETS MIXED UP



SEND APPROPRIATE ARTWORK

- TO PROVIDE QUALITY SCREEN PRINTING AND AN ACCURATE DEPICTION OF YOUR LOGO PLEASE BE SURE TO SEND A FILE WE CAN USE
- VECTOR BASED .AI, .EPS, OR EVEN .PDF FILES WORK BEST - .JPEG OR COPIED AND PASTED PICTURES WON'T WORK WITH OUR PRODUCTION PROCESS
- ART FEES MAY BE REQUIRED IF WE HAVEN'T DONE THIS PARTICULAR LOGO BEFORE



PAY AND PICK UP

- PICK A ONE POINT PERSON FOR US TO BE IN CONTACT WITH THROUGHOUT THE ORDER PROCESS
- THAT PERSON WILL BE NOTIFIED WHEN THE ORDER IS READY THROUGH AN EMAILED INVOICE TELLING THEM TO PAY EITHER ONLINE OR WHEN THEY COME IN AND PICK UP