



PROMOTIONS ORDER CHECKLIST

- Visit our [catalog](#) to see product options and ballpark pricing as pricing changes daily.
- What is your budget?
- Will it need Trademark and Licensing Approval? You can see the list of items [here](#) and request approval [here](#).
- Will you want a sample of the item or a preproduction proof?
- What quantity and sizes of items do you want and what logo, artwork or text do you want on the item?
- Will the item be customized with one color or multiple colors? If you are ordering apparel, burnt orange can add additional time.
- Backwards plan for the number of days you need for processing the item such as mailing, wrapping or stuffing the item in a tote bag.
- Is your [full vector logo](#) or art ready? Is your art or logo **outlined and in vector format**?
- Document Solutions can accept your department IDT for convenient payment as well as several major credit cards and some organizations' purchase orders.
- Review your estimates and proofs thoroughly and approve them as quickly as possible.
- Where do you want the order delivered?
- Provide a contact name and phone number at the destination should the driver encounter an inaccessible building or office.
- Be sure to inspect your order within a few days and contact your representative if you have any concerns.