PLACING A MERCHANDISE ORDER

Follow our step-by-step guide for ordering branded merchandise. If you have questions, need artwork design or other assistance, please email Brandi Herrin.

1 IDENTIFY YOUR NEEDS & SELECT A VENDOR

Once you’ve determined what sort of product you’re looking for, review the list of UGA-approved vendors. Visit a vendor’s website to review available items, or contact a sales representative for suggestions.

2 DETERMINE QUANTITY, COST & TIMELINE

Vendors often require a minimum quantity per order. To avoid sticker shock, remember to request a quote for your item with shipping and handling. A merchandise order can take anywhere from three weeks to four months to process, depending on complexity and quantity, so ask your vendor for a timeline.

3 IDENTIFY PAYMENT METHOD

Payment processes vary by vendor. Ask your vendor for clarification about their payment system. The Business and Finance Office can answer any questions at facsbus@uga.edu.

4 DEVELOP ARTWORK

Department logos can be downloaded from the FACS website under Faculty and Staff Resources. If you need new artwork, complete the New Project Request form. Ask the vendor for technical specifications. We will provide you with artwork files in the correct format. Email Brandi with any questions.

TIP: For best results, provide the .eps file of the chosen logo to your vendor. These are available in the downloads from the FACS website.
**5. SUBMIT ARTWORK TO VENDOR & RECEIVE PROOFS**

Ask the vendor for a print proof (an image of the design as it will appear on the product) followed by a production proof (a single completed item). Request any necessary changes.

**6. RECEIVE APPROVAL FROM UGA TRADEMARKS**

When you are satisfied with your proofs, complete a UGA Trademark Approval Form and send the form and final print proof to trademarks@uga.edu. If you do not get trademark approval before submitting your order, you may be personally liable for paying the invoice.

**7. PLACE YOUR ORDER**

After receiving approval from UGA Trademarks, place the order with your vendor.

**8. FINAL STEPS**

Unpack and inspect your items. Send the invoice and trademark approval to the appropriate office for payment.