

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](mailto: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 facsbu@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](mailto:Brandi.Herrin) 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.