

TERRY TIPS: PLACING A MERCHANDISE ORDER

UTILIZING OMC ASSISTANCE

Ordering branded merchandise can be a tricky process. Thankfully, OMC is here to help! Fill out the [Branded Merchandise Request Form](#) if you need full order support, artwork design or any other assistance.

HOW TO PLACE A MERCH ORDER

If you'd rather order on your own, here is the step-by-step process:

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. OMC can assist with re-orders and vendor identification.

2

DETERMINE QUANTITY, COST & TIMELINE

Vendors often require a minimum quantity per order. Other departments may be willing to share an order to help meet the requirement. 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. If you need something sooner, OMC keeps a limited amount of Terry-branded inventory on hand for urgent needs. Contact jewelcaruso@uga.edu for more information.

3

IDENTIFY PAYMENT METHOD

If you would like to pay with your department's merchandise allocation, OMC must approve use of those funds. Orders from student organizations require a faculty or staff sponsor. Payment processes vary by vendor. Ask your vendor for clarification about their payment system.

4

DEVELOP ARTWORK

Department logos can be downloaded from the [Terry Branding website](#). If you need new artwork, complete the [Branded Merchandise Request Form](#). Ask the vendor for technical specifications. OMC will provide you with artwork files in the correct format.

TIP: For best results, provide the .eps file of the chosen logo to your vendor. These are available in the download from the [Terry Branding website](#).



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.



RECEIVE APPROVAL FROM TRADEMARKS

When you are satisfied with your proofs, complete a Trademark Approval Form and send the form and final print proof to trademarks@uga.edu. (Tips on filling out the Trademark Approval Form can be found [here](#).) **If you do not get trademark approval before submitting your order, you may be personally liable for paying the invoice.**



PLACE YOUR ORDER

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



FINAL STEPS

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

STILL HAVE QUESTIONS?

Contact jewelcaruso@uga.edu for help.