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 stuff 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.

Contact us at promo@austin.utexas.edu or 512-471-5464