

How-to guide for ordering SWAG/Imprinted Products

1. Decide you want to purchase SWAG items/Imprinted Products
2. Find a licensed vendor
 - a. Full list of current vendors located [here](#)
 - b. The list can be overwhelming, so here are the most used vendors for miscellaneous imprinted product on our campus
 - i. Hamlin Creative Consulting
 - Lilly Kinglsey, Account Executive
 - 785-623-1813; hamlincreativeconsulting@yahoo.com;
www.hccpromo.com
 - ii. In Sight Promotions
 - Linda Lewis
 - 785-259-6070; linda@insighpromo.net; www.insightpromo.net
 - iii. Collegiate Trends
 1. Ann Johnson, Owner
 2. 1-913-980-6005; Ann@collegiatetrends.com; www.product-envy.com
3. Browse through their materials to find the exact type of item you are looking for
 - a. Want to see it in person? Contact Mary Ridgway (785-628-4521; mridgway@fhsu.edu) to see if she has the physical item in the swag library
4. Contact the vendor for cost and **exact** product specifications
5. Email FHSUlicensing@fhsu.edu the following information
 - a. Your name and contact
 - b. Vendor name (email/phone)
 - c. Vendor name and information
 - d. Product name and code
 - e. Quantity, number of colors, image area, background color
 - f. Desired design and content
 - g. When you need the product in hand
6. A response will be given to you within 48 hours
7. A proof will be given in 3-5 business days