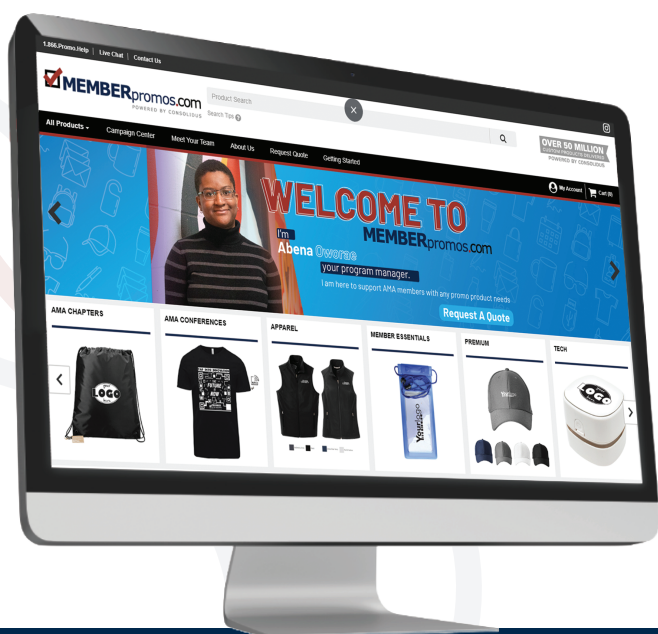


## HOW TO PLACE YOUR ONLINE ORDER

MemberPromos.com **makes it easy** for AMA Chapters and affiliates to purchase branded merchandise with your choice of logos, art, and designs.

Most items, space permitting, can be customized to include your chapter or organization's specific logo. The following is a guide explaining how to place an order.

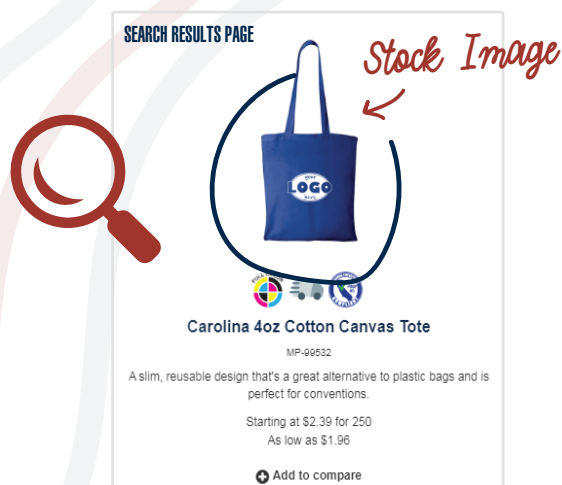


### FIRST, FIND YOUR PRODUCT

At the top of our webpage is the “**Product Search**” function. Here you can search for items with keywords or a store item number (this number follows the MP prefix).

Once you have located an item that you want to **add to your cart**, click on the stock image of the item.

This stock image is simply an idea of how the item could be decorated. You will select an imprint to order a non-blank item and generate accurate pricing.



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# BUILD IT OUT

To start the product customization process and add an item to your cart – you will have to click “**Build Product**”.

You can also request a **free sample** of the item by clicking “Sample” or add items to your **Wishlist** – accessible from the left side of your account page when logged in.



## 1. Designate Quantity and Color

Choose the **color** of your item and add the desired quantity. Many items have a minimum quantity that must be ordered.

If a lower quantity is needed, you can look for an alternative item on the site or email [service@memberpromos.com](mailto:service@memberpromos.com) and your Program Manager will be able to assist you.

## 3. Designate Artwork

Designate the **desired imprint**. If your chapter ordered from us before, we have previous artwork on file.

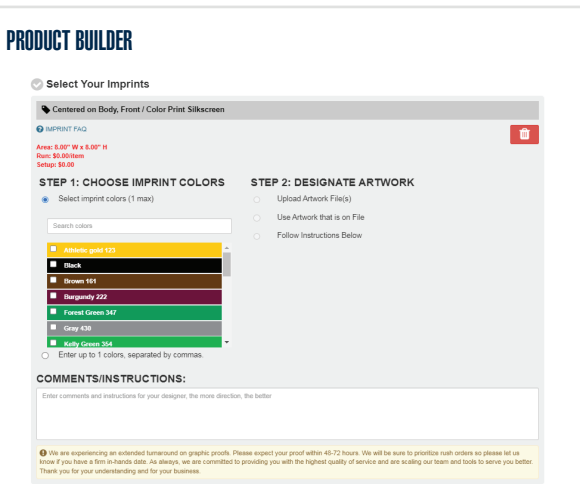
Files should be in **vector form** (files ending in .ai, .eps, sometimes.pdf). If vector is unavailable, our art team will work with what you have available.

You can also choose “**Follow Instructions Below**” and use the Comments/Instructions field for more complex requests. You will receive an art proof to approve by email once your order is submitted.

**Note:** For business card orders, please enter information in the Comments/Instructions section or include on Word document and upload as Artwork.

For name tag orders, please send an Excel sheet of information to [artwork@MemberPromos.com](mailto:artwork@MemberPromos.com) and [CC service@MemberPromos.com](mailto:CC@MemberPromos.com). Include separate columns for Names, Titles, Pronouns, etc.

If you want the business cards or name tags to have a specific design, you can upload additional assets and describe your design needs in the **Comments/Instructions field**.



## 2. Choose Imprint Color(s)

Select the **color** of the desired logo, artwork, or design for the blank item. Choose from the dropdown or write in the needed colors separated by a comma.

## Checkout or Submit for Proofs

If everything looks good, you can choose to continue to payment. You will have the option to pay by **Credit Card, Credit Terms, or Third-Party Payment**, or get your request in line for a proof before you pay.

Once your option is chosen, click “Continue” at the bottom right of the payment page to submit your order.

Once payment and artwork proof approval are received, your order will move to production. You will be notified once your order ships!

**Secure checkout**

ADDITIONAL: you have been transferred to our secure server in order to securely process the remainder of your order.

Your order total: \$291.02

**Select payment method**

**Online Credit Card**  
Use our secure credit card services for the fastest and easiest way to process your order.

Please enter your credit card details below

Name

Card type

Card number

Expiration date

Security code

Your purchase will be represented on your monthly statement as "Consolidus, L.L.C.", parent company of thebaapromos.com

**Prepayment**  
Place the order, follow the instructions to print an invoice and mail in the payment to begin processing. Delivery date may be affected.

**Credit Terms**  
Payment in accordance to mutually agreed upon credit terms.  
Your current credit terms: ...  
[Click here to fill out a credit application.](#)

**Third Party Payment**  
Use this payment option if someone else will be paying or authorizing this order.

**Purchase order (optional)**

**Additional instructions regarding order/payment**

[Back](#) [Continue](#)

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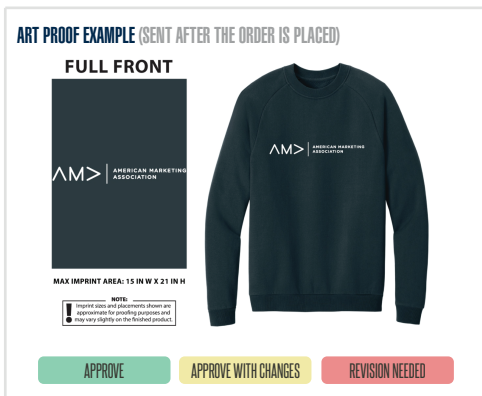
# ORDERING APPAREL

Apparel is ordered similarly to hard goods, with the addition of selecting your garment colors and sizes simultaneously.

## Group Runs

If you would like to have the same design across multiple garments, you can create a **group run**. This is available once you have finalized your imprints and designated artwork.

You can choose **“Save and Continue”** to access different accessory options and add items to your group run.



*Our Design Team is here to help make your items look great while staying within your brand.*

# SUBMIT AND APPROVE

## Billing and Shipping

Next, fill in Your **Shipping/ Billing Address** and Contact Information.

## “Need by Date” Requests

If you have a **specific date** by which you need your item(s), please include this information on the Order Options page shown above.

Let us know if there is flexibility with this date and provide a brief description of your situation. This action does not guarantee we will make this date; it will be reviewed after the order is submitted. Your Program Manager will reach out to you with any additional information.