

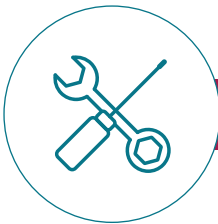


A complete guide for using **MidAtlanticShop** to purchase custom branded merchandise for Montgomery County Community College.



Shop for Branded Items

- Go to www.MidAtlanticShop.com
- Click on "My Account" (upper right)
- Choose "Register" for your first visit or Login if you have an account
- Browse product categories or search for something specific
- If you want something you don't see, contact your Program Manager (PM):
Call: 330.319.7200 or Email: service@MidAtlanticShop.com



Build Your Product

- Once you choose an item select "Build Product"
- Select a Color and Input a Quantity – note quantity minimums
- Select Your Imprint type and location
- Select "Choose Imprint Colors"
- Select "Designate Artwork"
 - Select the appropriate logo from the logo library
 - Use the comments area to provide additional instructions (ex: "add website")
- Add it to your cart
- Add another item or Save and Continue
- Before submitting the order, confirm that you have budget to pay for the item(s) and approval from your supervisor and Vice President/Senior Lead
 - Once approval is provided, send a copy of the e-mail to promotions@mc3.edu
 - You can save your cart in your account if you do not have approval yet
- Confirm Cart details and Submit for Proof and Approvals

Pricing		
QTY	100	250
Price	\$1.54	\$1.50

Cart Total	\$561.12
Shipping	\$136.00
Tax	\$0.00
Total	\$697.12

✓ SUBMIT FOR PROOF AND APPROVALS

⚠ Your request has been received!

Great News! Your quote has been submitted and received by our art team. Within 24 hours, you will receive a virtual proof. You'll be able to finalize your order soon. Until then, hang tight and we'll get that proof over to you as soon as we can.

Questions? Please contact service@MidAtlanticShop.com

Custom T-Shirt Design

All requests for custom t-shirts must first be submitted to the **Marketing and Communications team** for review by emailing **marcom@mc3.edu**. Upon approval, layout and design will be managed by the Marketing and Communications team and design(s) will be shared for feedback prior to finalizing. Please provide at least **three weeks** lead time for custom design work. Once artwork has been finalized, colleagues may proceed with the custom t-shirt production process as outlined in the ordering guide.



Approval Process

- Review and approve your proof
 - email from artwork@MidAtlanticShop.com
- Upon your approval, the proof will be sent to the Chief of Staff for design approval
- After art approval, you will be notified that your order is ready to finalize
 - email from service@MidAtlanticShop.com

Approve proof
Send to production as is.

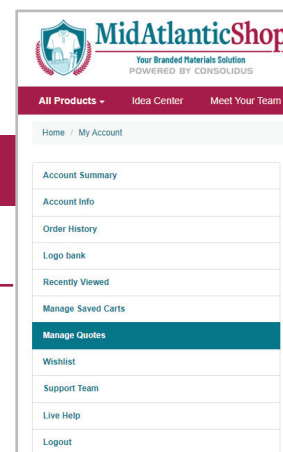
Approve proof with comments
Comments will be acknowledged; no additional proof will be sent.

Request change
Comments will be acknowledged and an additional proof will be sent.



Finalizing and Payment

- Access your approved quote from your account page under **Manage Quotes**
- Select “Load Quote” and Save & Continue
- Double check details and Continue to payment
- Select your payment method
 - **Pay Later:** Choose this option if you are still in the proofing process, or using a Purchase Order. Enter the Purchase Order number into the text box at the lower left
 - **Online Credit Card:** Choose this option if you are paying with a College Credit Card.
 - **Third Party Payment:** Choose this option to send the invoice to another person who will be providing payment. This will send them an email notification.



Order Ships

- When your order ships, you will receive an email with tracking information and a copy of your receipt
- Please check your order to make sure everything looks good
- After your order arrives, you may be emailed a feedback survey
Please take a minute to complete this survey to tell us about your experience using MidAtlanticShop.com

Additional Notes



Timeline

Production times vary depending on the product, but a standard is 7 - 10 business days. We like to add time for approvals and payment, and encourage folks to reach out 3 weeks ahead of events if possible. Product pages display production time per product.



Need Things Drop-Shipped?

If you need your products shipped to multiple locations, please reach out to your program manager with that information. She will coordinate with our Order Processing team.



Ensuring Brand Consistency

To help ensure we are representing Montgomery County Community College properly on every product, the College will review all products before they go to production. This typically takes one business day to occur; however, the review timeline could be longer if review process by supervisor and VP/Senior Lead was not followed. The Office of the President is responsible for the College Brand. For additional resources and information on Branding Guidelines visit the Marketing and Communications page on Montco Connect.



Expanded Product Search
Virtual Browsing Catalog

Can't Find What You Need?

If you cannot find what you need on MidAtlanticShop.com, find our Expanded Product Search at the end of every category listing. This gives you access to products from across the entire promotional products industry. Please note that we can often get a lower price than what you see there. If you aren't sure, just reach out. We're happy to help!

Contacting the MidAtlanticShop Team

Your **Program Manager** is your main contact. Reach out to us for quotes, pricing, process, or timeline questions.

PRIMARY CONTACT

Program Manager service@MidAtlanticShop.com or 330.842.6218

SUPPORT TEAM

Graphic Designer artwork@MidAtlanticShop.com

Order Processor orders@MidAtlanticShop.com