

A complete guide for using **K12PromoShop** to purchase custom branded merchandise for Harlandale Schools.



Shop for Branded Items

- Go to www.K12PromoShop.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@K12PromoShop.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"
 - Upload a file and/or
 - Use the comments area to provide additional instructions (ex: "add website")
- Add it to your cart
- Add another item or Save and Continue
- Confirm Cart details and Proceed to Payment

Pricing		
QTY	100	250
Price	\$1.54	\$1.50



Payment

- Select your payment method
 - **Pay Later:** Choose this option if you are still in the proofing process, or using a Purchase Order. If 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.

Select payment method

Pay Later
Payment can be handled once artwork is approved and imprints are verified. Order will remain on hold until payment is made.

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

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

Purchase order (optional)
Purchase order number

Additional instructions regarding order/payment
Additional instructions/comments

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Approval Process

- Review and approve your proof
 - email from artwork@K12PromoShop.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@K12PromoShop.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.



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 K12PromoShop.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.



Expanded Product Search
Virtual Browsing Catalog

Can't Find What You Need?

If you cannot find what you need on K12PromoShop.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 K12PromoShop Team

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

PRIMARY CONTACT

Program Manager service@K12PromoShop.com or 330.842.6218

SUPPORT TEAM

Graphic Designer artwork@K12PromoShop.com

Order Processor orders@K12PromoShop.com