



Your guide to placing an order for custom branded merchandise.



Shop for Branded Items

- Go to PromosByConsolidus.com
- Go to [My Account](#) at the top right to register an account
- Confirm your email address and phone number are correct
- Browse product categories or search for something specific
- If you want a custom or an unusual item, contact Consolidus:
Call: 866.776.6643, or Email: service@promosbyconsolidus.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”
 - Upload a custom graphic
 - Or use the comments area to indicate text to imprint
(ex: Celebrating 50 Years)
- Add it to your cart
- Add another item or Save and Continue
- Select your desired delivery date
- Save as a quote, or proceed to submit the order



Payment Options

- You can pay via credit card, enter the email address for the party responsible for payment, or submit the order to get proofing started and pay later.
- If you select Pay Later, your account manager can send you a payment link via email, or you can pay for the order under your Order History



Approval Process

- Review and approve your proof – email from artwork@promosbyconsolidus.com
- Upon your proof approval and payment, your order is ready to move to production.



Order Ships

- You will receive an email with tracking information and a copy of your invoice when your order ships.
- After your order arrives, please take a minute to tell us about your experience.

Thank you for choosing us as your promotional products partner.

For additional questions, contact service@promosbyconsolidus.com