



Shop for Branded Items

- Go to **TBRPromos.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: 330.622.4830, or Email: **service@TBRPromos.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”
 - Use the logo library (**TBR** approved marks)
 - Or upload a custom graphic
 - Or use the comments area to indicate text to imprint
(e.g., Celebrating 50 Years)
- Add it to your cart
- Add another item or Save and Continue
- If you have an event that you are purchasing your items for, select your desired delivery date
- Submit quote for Proofs and Approvals

Cart Total	\$285.60
Shipping	\$12.96
Tax	\$0.00
Total	\$298.56

✓ SUBMIT FOR PROOF AND APPROVALS

Marketing POC - Virginia Moreland - **virginia.moreland@tbr.edu**

Procurement POC - Michelle Terry - **michelle.terry@tbr.edu**



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 service@TBRPromos.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@TBRPromos.com