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Our Online Store Campaign Procedures

Choose Items.

- Choose 5 items as part of initial set up at No Charge.
- For items over the 5, there will be a \$20.00 set up fee per item.

Provide Designs you would like to use:

- You can use 1-4 versions of your Design as part of the initial set up at No Charge.
- For over 5 Designs, there will be a \$20.00 charge per Design.
- If you do not have a Design layout and would like Design assistance, a Design fee can be added and the cost will be based on the detail of the Design.

Choose the Media you would like to use:

- Heat press vinyl
 - Choose color for 1 color designs.
 - Choose matte, metallic or foil.
 - Choose Glitter color.
- Full color printed vinyl
- Rhinestones
- Embroidery
 - Embroidery Designs must be in a stitch format (DST).
 - If your Design has not been converted to stitches, it will need to be digitized.
 There will be a 1-time fee starting at \$55.00.
 - Embroidery stock designs may be used from our supply of designs.

Choose a Start and Finish date:

• We recommend running your campaign for 2 or 3 weeks.

After final approval of the items and the art, a link to your Online Store will be provided to your organization's representative which he or she can forward to the participants. Midway through the campaign, we will contact your organization's representative to give an update on orders and if needed, we can discuss how we could help you promote your store.

When the campaign ends, the orders will be filled in 2 weeks.

(based on no back orders)

When the items ordered arrive, we will package each order separately with a copy of the order.

Order distribution Options:

- 1 person from your organization can pick up all orders.
- Each person can pick up their own orders.
- Each person can pay shipping and their order will be shipped to them.

At the completion of your campaign, we will contact you to determine when you want to start your next campaign.

Once your Online store is Closed, we will post on Our Website your items from the Closed Campaign and the date of your next campaign.