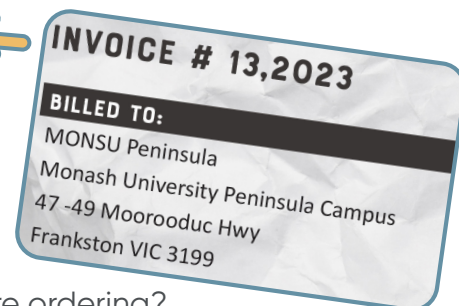


# Ordering merch for your club

## IMPORTANT:

- » All merch orders must be signed off by MONSU before order confirmation
- » Items that require size options must be sold on the MONSU website prior to order
- » Plan early and allow for long turn around times
- » All orders must be delivered to MONSU
- » All invoices must be made out to MONSU see example.....



## STEPS

### 1. Meet with your club committee to discuss merchandise

- What budget is available for merch?
- What type are you looking to order?
- How much is needed?
- (For larger items) how long should they be on sale for before ordering?



### 2. Find a vendor that fits your needs

- Check minimum orders
- Check for sustainable & ethical options if possible
- Consider delivery cost
- Be aware of turn around times!



### 3. Get quotes

- Ask the different vendor how much your proposed order will cost
- Compare the different costs, products and delivery time to find the best deal
- Before finalising order **confirm with MONSU**



### 4. Send MONSU selling information. Include:

- A blurb / information about the product
- Pricing proposal
  - Member vs non-member
  - Early bird?
- Sizes available & sizing charts
- Images of product mock up (supplied by vendor)
- Proposed end of sale date



### 5. Advertise!

- Create posters
  - Send screen and printing posters to MONSU
- Post on your socials
  - Link to website so they can buy
  - Make sure to include sale end date
  - Consider a post schedule and post regularly



### 6. Finalise order

- Once approved by MONSU, provide vendor with final order information
- Request final invoice from vendor addressed to MONSU
- Hold an expenditure meeting
- Fill out a club payment form



### 7. Send MONSU payment information as one PDF document

- Payment form
- Invoice
- Meeting minutes