

BrassCraft Custom Promotional Item Order Form

Name:

Department:

Budget:

In Hand Date:

Project Purpose

Item(s) Needed *(Please be as specific as possible. Example: Blue winter jacket with hood)*

Ship to Location

**If multiple addresses, please provide an excel spreadsheet with contact names and addresses.*

How would you like the item to be customized? *(BrassCraft logo, employee names, product image, etc.)*

Sizes Needed *(If applicable)*

**If multiple people, sizes, and locations please provide an excel spreadsheet with all this information*

Once complete, please email to Jen Cooper (jlcooper@geiger.com) and Nicole Wiczynski (nwichynski@geiger.com) to kick off your custom project.

How Custom Ordering Works

Our account representative at Geiger will work directly with you to meet the needs of your upcoming project. Here are the steps your project will take:

1. Complete the Custom Order Form and reach out to our Geiger representative, Jen Cooper.
2. Our Geiger representative will follow up with you to let you know if your project is achievable in the timeline and budget you provided.
3. You will receive brand appropriate suggestions from Geiger, and they will help you choose an item based on product availability and project requirements.
4. Virtual mock-ups will be sent to you of the item you chose with the customization you requested. You will then approve or provide changes you'd like to see. At this time, the brand marketing team will review the custom item to make sure it is brand appropriate.
5. Once approved by both parties, a quote will be sent to the project initiator for review.
6. At this point, you can either issue a PO for the project or pay via credit card. Send the payment information to Geiger to kick-off production.
7. Before producing the full order, Geiger will send you and the brand marketing team a final virtual proof to approve. Once approved, your entire project will go into production.
8. Geiger will follow up with tracking information on the order and your project will arrive to its destination.