

Promotional products (swag) can be used to build brand awareness, drive engagement at events and motivate employees and students if used thoughtfully and carefully. We have entered an exclusive partnership with a company experienced in higher education promotional products that provides high-quality items at a competitive price. This partnership helps ensure our logoed items are top-quality and useful for recipients.

#### How to order promotional items:

Visit [www.uwspromos.com](http://www.uwspromos.com) and browse the pre-approved promotional items listed under Product Categories.

- Select the item you would like to order and add to cart to customize your order.  
*There may be several colors of an item available, but UWS will approve items in black, white, the UWS branded purple or any other appropriate UWS-branded color. If you are unsure if a color is appropriate, please contact communications.*
- Under *Artwork* select, *Use artwork that is on file* and in the comment box type, "UWS logo approved by communications."
- If you have not yet registered for an account, you will be prompted to do so when you checkout.
- You may use your p-card for payment or select to be billed instead and pay by check.

#### If you would like to request a different promotional item:

- Visit [www.uwspromos.com](http://www.uwspromos.com) and browse the *Expanded Product Search* section.
- Select two-four items and email [communications@uws.edu](mailto:communications@uws.edu) the list of products you are interested in. Please include the CPN number and product web link, quantity needed and date needed.
- Communications will get a quote and approval from the office of the president. Communications will approve item color and logo usage.
- Please allow two months from the time of the email to communications to when the requested items are received.