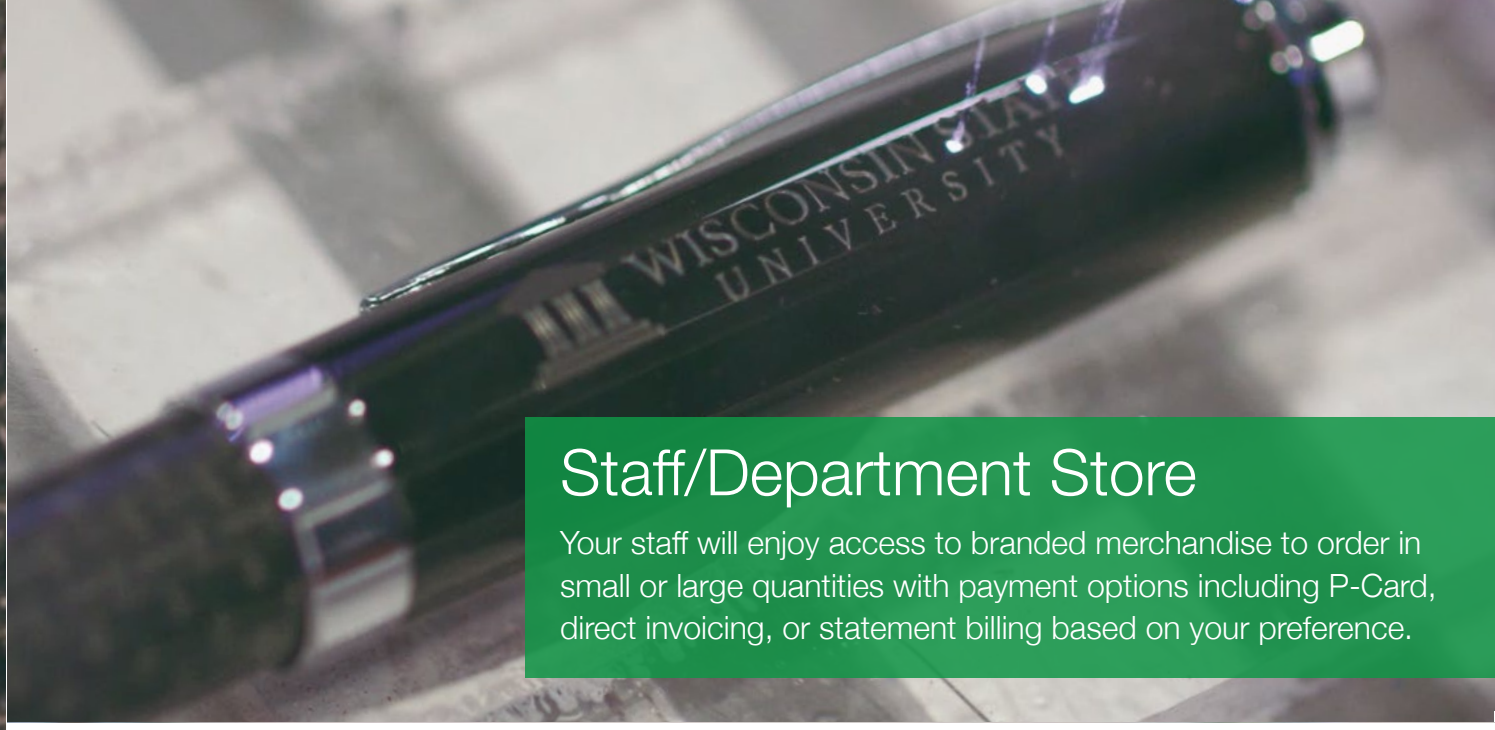
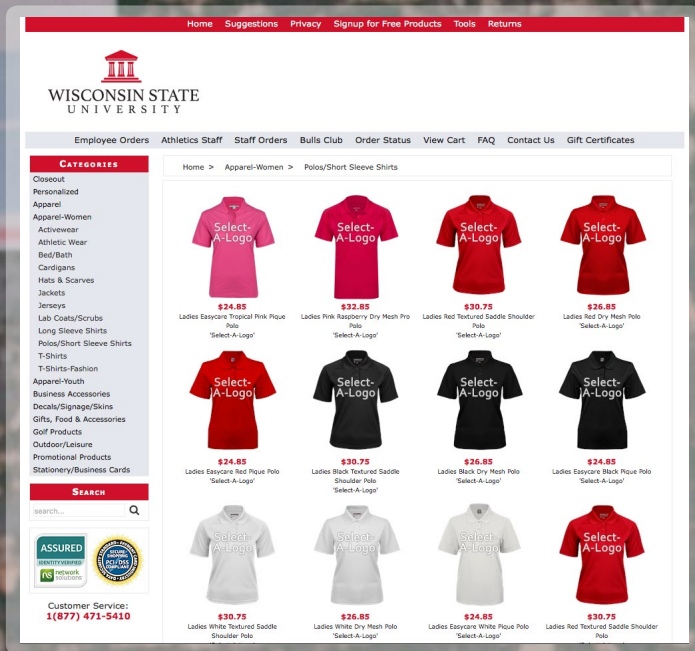




# Institutional Brand Online Stores

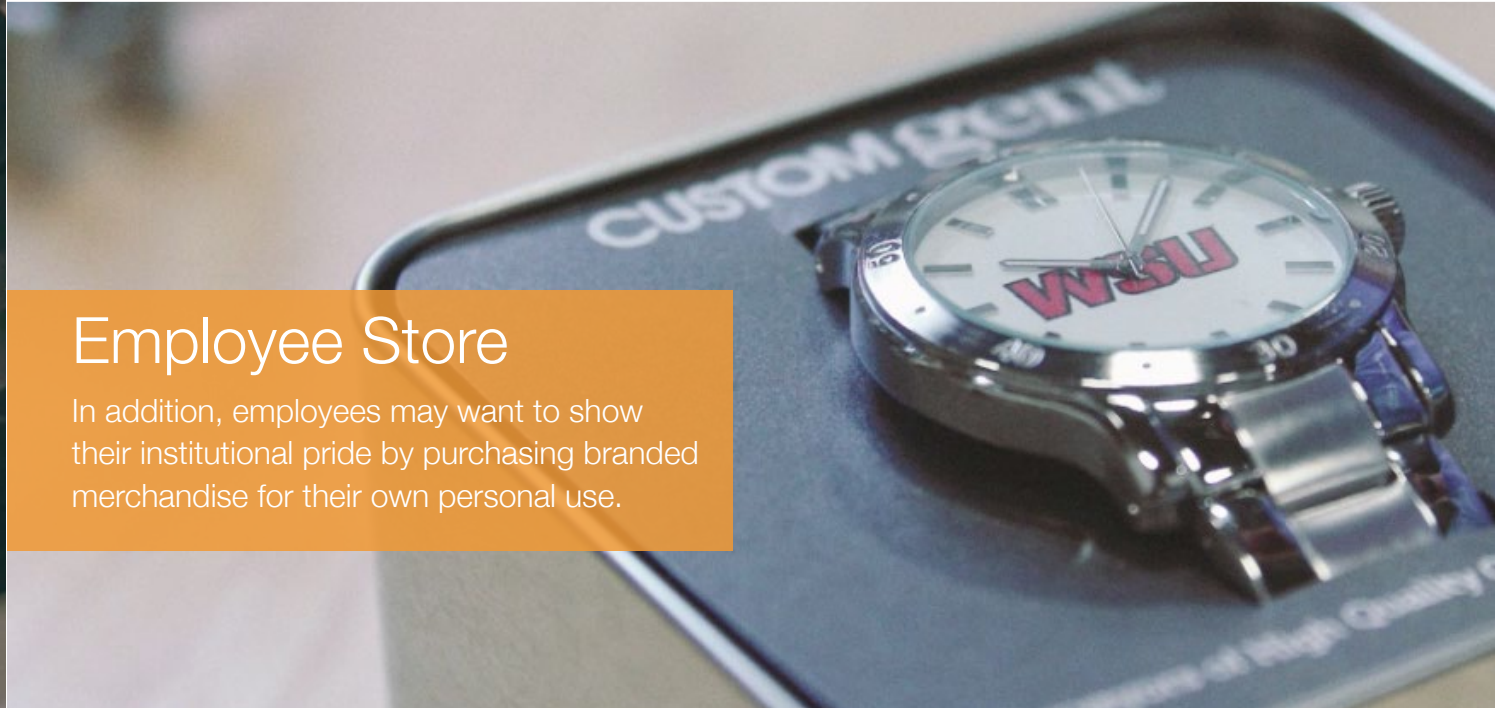


STAFF STORE | EMPLOYEE STORE | BRAND CONTROL | SPENDING CONTROL



## Staff/Department Store

Your staff will enjoy access to branded merchandise to order in small or large quantities with payment options including P-Card, direct invoicing, or statement billing based on your preference.



## Employee Store

In addition, employees may want to show their institutional pride by purchasing branded merchandise for their own personal use.

# Institutional Brand Online Stores

Give your administrative staff, departments and employees access to the institutionally branded merchandise they need to conduct business and build department pride. Our online solution gives you control over your brand management, the items available for purchase, approval routing procedures and reporting management. This allows for a streamlined ordering process while driving brand consistency throughout all your departments.

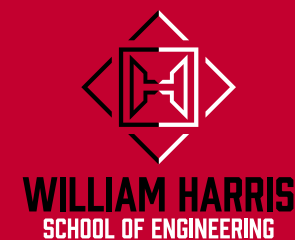


## Department Merchandise

Provide your staff appropriately branded department logo merchandise with our on-demand production capability. A wide range of apparel is available with no minimum order requirement. Get control of your brand using your official department logos.

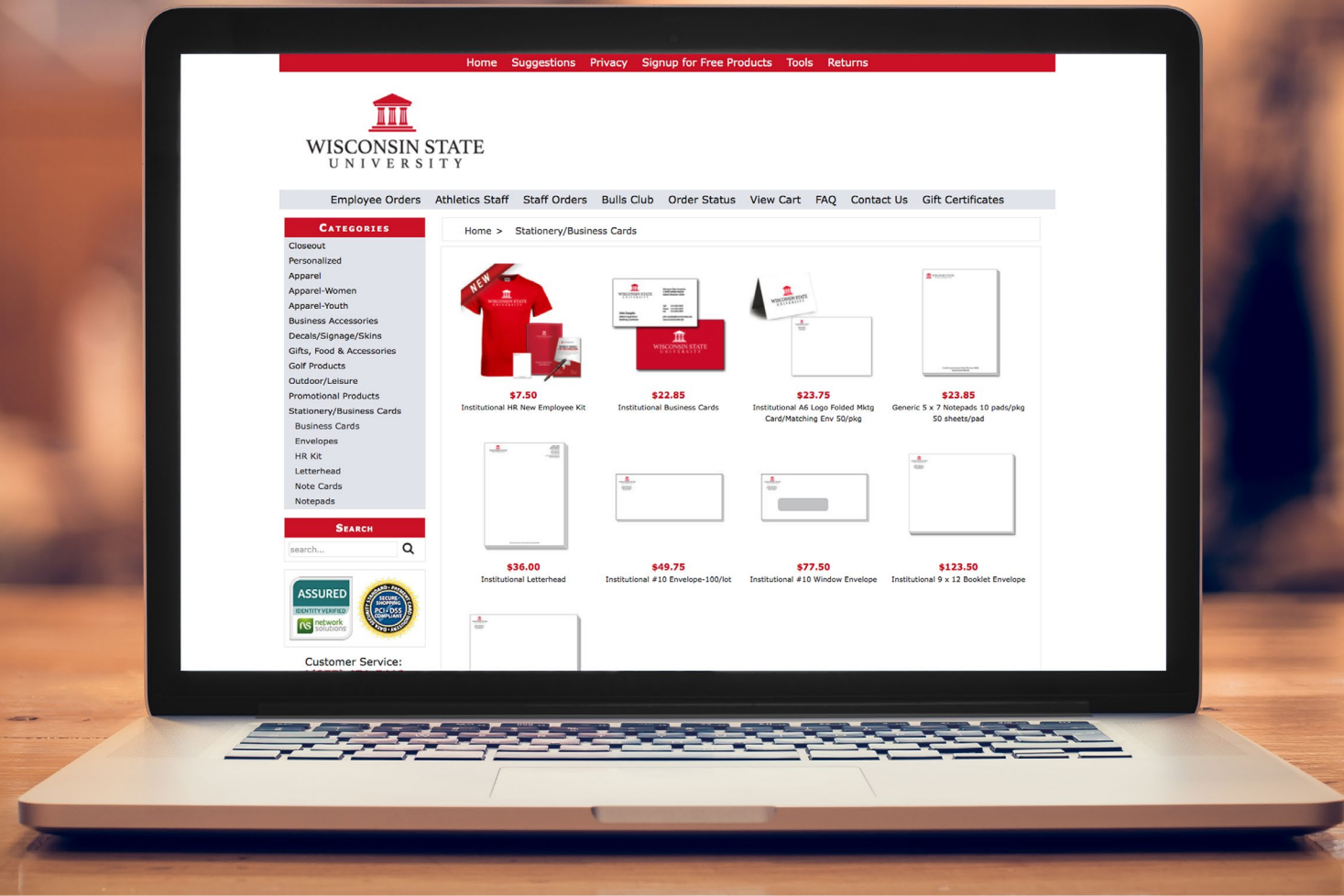
## Academic School Merchandise

For Institutions with special logo's for individual academic schools on campus, the institutional store provides access to single quantity on-demand orders that ship in 24-72 hours for all of your academic schools.



# Personalized Gifts

As an added feature of our site, we offer a gift category that allows designated items to include your logo marks, personalization, gift wrap in your schools colors and a matching personalized card. These gifts are great for employees, donors or participants in strategic meetings when an added personalized touch is desired.



## Business Cards/Stationery

The store gives your staff the option to order business cards, stationery and similar print items online with brand controls built in. It will also provide an immediate online proof to safe guard against errors. Personalized items will ship in 3 days providing you a fast, cost effective and high quality branded solution.



# Brand Control

Our institutional store's brand style sheets drive brand management across all of the products on your store so that you gain brand control for the entire organization. We carefully develop the store's brand rules for your site by leveraging your brand guidelines ensuring that your fonts, colors and marks are represented accurately and consistently.



## Logo Management



## Typeography

▶ Apple Braille	T · ·
▶ Apple Chancery	T Sample
▶ Aquarius No 8 Cg	T <b>Sample</b>
▶ Arial	O Sample
▶ Arial Black	O <b>Sample</b>
▶ Arial Narrow	O Sample
▶ Arial Rounded MT Bold	O <b>Sample</b>
▶ Athelas Regular	T Sample
▶ New Athletic M54	T <b>SAMPLE</b>
▶ AT Sackers Gothic Medium	T <b>SAMPLE</b>
▶ ITC Avant Garde Gothic	a Sample
▶ ITC Avant Garde Gothic LT	O Sample
▶ ITC Avant Garde Gothic LT Book	O Sample
▶ ITC Avant Garde Gothic LT Conde	O <b>Sample</b>
▶ ITC Avant Garde Gothic LT Demi	O <b>Sample</b>
▶ ITC Avant Garde Gothic LT Extra	O Sample
▶ Avenir	T Sample
▶ Avenir Next	T Sample
▶ Avenir Next Condensed	T Sample
▶ Award Plates	O A B C D
▶ Ayuthaya	T Sample
▶ AYXUQP+CertifiedServiceSans-Bold	T <b>G a c d e</b>
▶ Azo Sans	[Tk] Sample
▶ Bank Gothic	T <b>SAMPLE</b>
▶ Bank Gothic BT Medium	a <b>SAMPLE</b>

## Pantone Matching



## Embroidery Thread Matching



## Spending Control

With our online institutional store your organization gains complete control over product pricing including institution wide shared pricing, the elimination of per-order set up fees and establishing price breaks for larger quantities.

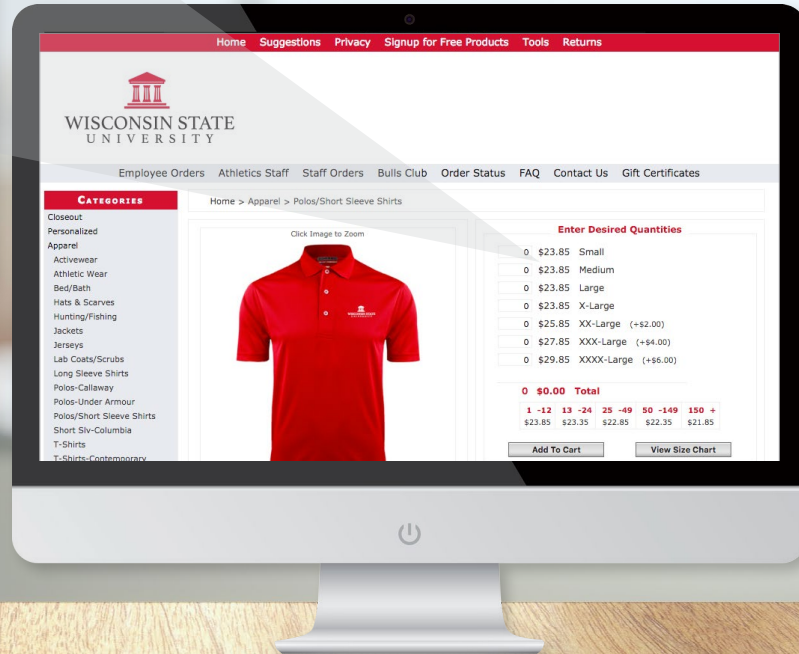
**Enter Desired Quantities**

0	\$23.85	Small
0	\$23.85	Medium
0	\$23.85	Large
0	\$23.85	X-Large
0	\$25.85	XX-Large (+\$2.00)
0	\$27.85	XXX-Large (+\$4.00)
0	\$29.85	XXXX-Large (+\$6.00)

**0 \$0.00 Total**

1 -12	13 -24	25 -49	50 -149	150 +
\$23.85	\$23.35	\$22.85	\$22.35	\$21.85

**Add To Cart** **View Size Chart**



## Reporting Features

Our reporting suite gives you a wide range of reporting capabilities to help you analyze and control spending by department, cost center or product type. Reports can be run to include various time lines, different product groupings and macro or micro views of the institution as a whole.

### Sales Reports - By Department

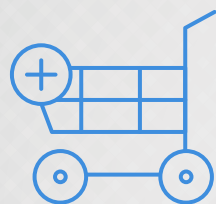
**Sales Report for Wisconsin State University**

**Wisconsin State University Sales Report for the period 1/1/2016 to 12/31/2016**

Part #	Description	Price	Qty	Total
<b>WSU4587 WSU Administrative Services and Finance</b>				
WSU1	Business Cards-250/lot FJenkins@wsu.edu	\$25.00	3	\$75.00
WSU2	Business Cards-500/lot GStanley@wsu.edu	\$32.00	1	\$32.00
8-24-TF1502	LC01 #10 Window Chargeback Env 250/ctn	\$59.75	12	\$717.00
6-63-TF153A	Bellair Red Pen	\$0.75	500	\$650.00
6-19-TFA715	Fabrizio Junior Grey Portfolio 'Engraved'	\$19.85	25	\$19.85
6-34-TF5116	White Twill Button Down Long Sleeve-XXL 'Stacked Logo'	\$30.35	1	\$30.35
6-62-TF0E1C	Astro Royal Flashlight 'Engraved'	\$3.55	5	\$1,113.75
6-63-TF0086	Tuscany Titanium Roller Ball Pen 'Engraved'	\$9.85	25	\$9.85
6-33-TF0AZI	Wall Street Black Zippered Padfolio	\$19.85	4	\$79.40
<b>Total for This Customer</b>				<b>\$2727.20</b>
<b>WSU4587 WSU Admissions Office</b>				
6-19-TFA715	Fabrizio Junior Grey Portfolio 'Engraved'	\$19.85	1	\$19.85
6-55-TF047R	Credit Card Peppermint Holder	\$1.65	50	\$82.50
6-62-TF0E1C	Astro Red Flashlight 'Engraved'	\$3.55	325	\$1,113.75
6-63-TF0086	Tuscany Titanium Roller Ball Pen 'Engraved'	\$9.85	15	\$9.85
6-63-TF153A	Bellair Red Pen	\$0.75	1000	\$650.00
<b>Total for This Customer</b>				<b>\$1875.95</b>
<b>WSU4587 WSU Athletics Department</b>				
WSU1	Business Cards-250/lot JThompson@wsu.edu	\$25.00	3	\$75.00
WSU2	Business Cards-500/lot KSmith@wsu.edu	\$32.00	1	\$32.00
8-24-TF1502	LC01 #10 Window Chargeback Env 250/ctn	\$59.75	12	\$717.00
6-71-TF0277	Nike Power Distance Golf Balls 12/pkg	\$23.85	14	\$333.90
6-72-TF0149	High Sierra Swerve Compu Backpack 'Stacked Logo'	\$68.85	25	\$1721.25
6-34-TF40MG	Nike Dri Fit Navy Pebble Texture Sport Shirt-XL 'Stacked Logo'	\$35.85	25	\$896.25
<b>Total for This Customer</b>				<b>\$3775.40</b>

## Approval Options

Our system has management options that allow you to set up approvals for orders directly to department or cost center managers. This allows for a central point of approval and further spending control.



Employee Places Order and Completes Check Out



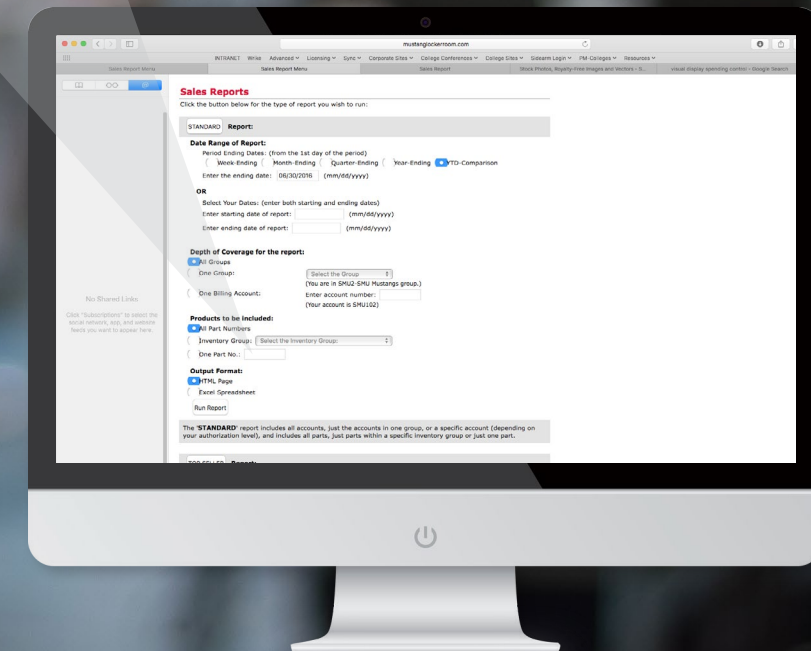
Approval Email Sent to Authorized Approver



Approver Can Approve/Edit/Deny The Order



Final Order is Processed and Billed



**Follett** | Institutional Stores Powered By Advanced-Online

transform@follett.com | 800-FOLLETT

