

USC Clubs How-To

Custom Clothing & Merchandise

Checklist:

- Event Proposal
- Budget & Quotes
- Member Merch
- Exec Merch
- Orders & Sales
- USC Ecommerce
- Vendor Payment
- Merch pickup

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USC
CLUBS

Clubs Custom Clothing & Merchandise



Event Proposal

Submit an event proposal on Western Link so that the Clubs Team is aware that you plan to order club merch. Your budget and designs will be reviewed.



Budget & Quotes

Quotes from vendors must include cost per item, shipping, design set-up, and processing fees. International and U.S. orders have additional brokerage and duty fees which will affect your overall budget and delivery time.



Member Merch

General member merch is a great perk for club members as well as a promotional tool. Keep in mind extra inventory if you over-order on product.



Exec Merch

Exec merch is through orders and pre-sales. Exec merch order does not use club funds unless part of it is allocated to executive appreciation. Please see the Clubs Team for more information.



Orders & Sales

Taking a poll from your members is helpful to gauge who would place an order. Pre-sale orders are collected and deposited into your club account before finalizing the order and processing payment.



USC Ecommerce

Request for USC e-commerce support on Western Link to have a storefront or square reader to collect orders. Funds will be deposited directly into the club account. E-transfers to personal bank accounts are not permitted.



Vendor Payment

Submit a Request for Payment form with the invoice so that payment can be processed from your club account rather than personal purchase.



Merch pickup

Reserve a UCC booth through USC reservations, curbside pickup at the USC InfoSource or request a kiosk or city corner on 25 Live.