



PEF Swag FAQ

Ordering PEF Merchandise

As Council Leaders, you may spend your division budget with any vendor you wish once you have the necessary approval from your council and PEF Divisions Finance. If you'd like PEF Communications to help you out with designing and ordering, we're happy to do so!

To start an order, just email PEFordering@pef.org. Allow 5–7 weeks lead time in order to accommodate production and shipping timelines. We'll work with you through the design process and all the way until your invoice is paid. If you choose to go it alone, PEF Communications is not responsible for the order. We will supply any requested artwork, but councils will need to initiate the order and follow through to delivery.

Artwork

PEF Communications has two graphic designers on staff who are happy to bring their creativity to your project, regardless of whether you order through the union or on your own.

Some things to keep in mind: Detailed logo/insignia tend to be unrecognizable when reduced in size. Keeping the logo/insignia design as simple as possible results in a better-looking design. The graphic artist will advise if the design requires any changes to accommodate the application used for the imprinting, such as embroidery or direct ink.

How to place an order:

When placing an order the following information is required:

- Item description
- Quantity
- Color (of the item and the logo/insignia design)
- Sizes (if applicable)
- Division Number

Canceling or Changing an Order:

Once an order has been placed, it cannot be changed or canceled. You will be asked to approve a "proof" of the order before it is submitted. Be sure to review everything very carefully at that stage!

Divisions Finance

Before an order can be placed, you must forward council approval (meeting minutes, email vote, appropriate budget line item) to Divisions Finance — Nicole.Harris@pef.org — for the expenditure. This ensures there is a paper trail for when the invoice comes due.

Multi-Division (Bulk) Orders

PEF can do bulk orders on request if multiple divisions wish to order the same product. Such orders are often coordinated by the PEF Organizing team — Organizing@pef.org — and can result in significant savings. When a bulk order is requested, a deadline will be established for all orders in the group. This is to ensure consistent pricing. The deadline will be determined by the popular demand of an item and the production timeline of the vendor.

Union Made in the USA!

All orders placed by PEF Communications will be fulfilled by a unionized vendor. Every effort is made to also ensure that products are made in the USA. However, there are many products the USA simply no longer manufactures — electronics is a prime example — and PEF Communications will always let council leaders know if a product, for example, is made outside the country, and then shipped to a vendor who adds the artwork in a union shop. If you are placing orders on your own, just be sure to ask these questions: Is the product made in the USA and are you a union shop?

Recommended Vendors

PEF Communications has a long history of working with various vendors and these are just a few of our favorites. When an order is placed, we will solicit multiple bids, and you can select the one that is right for your budget. These are not the only vendors available to us and we will make every effort to find one who can meet your need.

JCB Specialties, Inc.

jcbspecialties.com

info@jcbspecialties.com

(518) 459-0566

Image Pointe

imagepointe.com

sales@imagepointe.com

(866) 501-3485

S.E. Bennett Company

sebennettunion.com

info@sebpromo.com

(216) 464-7777

Questions?

Email us at PEForordering@pef.org!