

# PROMOTIONAL ITEMS ORDER FORM

Please complete the form and email to [Marcy.Olson@SMSU.edu](mailto:Marcy.Olson@SMSU.edu)  
you will be notified when your order is ready for pick-up.

We reserve the right to route large quantity requests to custom orders. Form Reflects Inventory on Sept 1, 2021: SMSU Communications and Marketing



- Brown Shopper Tote Bag: 15" x 13" size**
- Sticky Notes 3" x 4" size, 25 Sheets per pad**
- Aloe Lip Balm, vanilla**
- Campfire Ceramic Mug, Brown, 15 oz.**
- Memo Notebook, 5" x 7" 60 pages**
- Kraft Gift Bag: 10-1/2" x 8" size**
- Hand Sanitizer, 0.5 oz.**
- SportSak, Cinch bag with zip pocket**
- PaperMate, Inkjoy, Pen, brown ink**
- Luxe Cleaning Cloth, 6"x6", Gray**

**More items will be added during the year. Check our page often: [www.smsu.edu/go/promoitems](http://www.smsu.edu/go/promoitems)**

PRODUCT:	COST EACH:	QUANTITY:	TOTAL:
Tote Bag	\$1.50		
Sticky Note	\$.25		
Lip Balm	\$.75		
Mug	\$2.00		
Notebook	\$1.50		
Kraft Gift Bag	\$.50		
Sanitizer	\$1.00		
SportSak	\$3.00		
Pen	\$.50		
Cloth	\$1.50		
Totals			

Department/Office Name: \_\_\_\_\_ Charge Acct (6 digits) \_\_\_\_\_

Contact Person: \_\_\_\_\_ Office Location: \_\_\_\_\_

Contact Email: \_\_\_\_\_ Phone: \_\_\_\_\_