

Sample Product Submission Checklist

Suppliers should provide **one** representative sample from each category they offer unless directed otherwise below. *If your company does not provide items in a category, no sample is required.*

Apparel & Accessories (submit 2–4 different apparel items if offered)

Samples should demonstrate variety in both garment type and imprint method (e.g., screen print, embroidery, heat transfer).

- ☐ T-shirt (screen printed or heat transfer)
- ☐ Polo (embroidered logo)
- ☐ Outerwear item (sweatshirt, fleece, or jacket)
- ☐ Optional: hat/cap, socks, or sunglasses

Custom Consumables

- ☐ Disposable water bottle
- ☐ Custom napkin, cup, or similar consumable

Drinkware

- ☐ Water bottle
- ☐ Mug, tumbler, or travel cup

Bags & Totes

- ☐ Tote bag
- ☐ Drawstring backpack
- ☐ Backpack or briefcase

Stationery & Office Supplies

- ☐ Notebook or journal
- ☐ Sticky notes
- ☐ Pen or pencil
- ☐ Folder or padfolio
- ☐ Calendar

Tech Gadgets

- ☐ USB drive
- ☐ Wireless charger or phone stand
- ☐ Earbuds or other small tech item

Event Materials

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- ☐ Lanyard or badge holder
- ☐ Banner or retractable sign
- ☐ Tablecloth with imprint

Recognition Items

- ☐ Plaque, award, or coin set
- ☐ Padfolio or class gift item

Eco-Friendly Items

- ☐ Recycled notebook
- ☐ Seed paper, bamboo utensil, or compostable bag

Personal Care Items

- ☐ Hand sanitizer
- ☐ Lip balm or lotion
- ☐ Face mask

Outdoor & Leisure

- ☐ Umbrella
- ☐ Frisbee, cooler, or similar leisure item

Customizable Items

- ☐ Keychain
- ☐ Sticker, magnet, or button

Closing Materials

- ☐ Branded diploma cover
- ☐ Coin holder or similar closing item

Miscellaneous Promotional Items

- ☐ Any additional item that demonstrates compliance with the state's definition of a promotional item