



### PLACING YOUR ORDER

Scroll down on the HOME page and select a catalog to view items available for ordering. When you click on an item you will see the item name, information, available inventory, and the price per quantity.

Enter the order quantity in the box or drop-down provided and select ADD TO CART or CUSTOMIZE.

If the item is a custom gift basket, you will be given a template to customize the item. Once completed, you must select the VIEW PROOF button to review. Then, you will have the option to select APPROVE & ADD TO CART.

To complete your order, select CHECKOUT at the top right side of your screen.

You will receive an email confirmation once the order has been successfully submitted. If you find any mistakes regarding the order or the shipping address, please contact Customer Service.

Once orders are placed, they are immediately sent to production and changes or cancellations cannot be guaranteed. Please review your order before submitting.

L47  
**Ladies Dri-Mesh Polo**  
\$30.10 - \$37.10  
Ventilation panels combine with our ultra-dry mesh technology to create our coolest, most breathable polo. Stretch gussets add extra mobility.  
**Production Time:** 7-10 business days plus shipping.  
[Click here to view size chart.](#)  
Unit of Issue: EA/1  
Min Order Qty: 1

SIZE:

<input type="checkbox"/> XS	<input type="checkbox"/> SM	<input type="checkbox"/> MD	<input type="checkbox"/> LG
<input type="checkbox"/> XL	<input checked="" type="checkbox"/> 2X	<input checked="" type="checkbox"/> 3X	<input checked="" type="checkbox"/> 4X

COLOR:

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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1 **ADD TO CART**

BLACKMUGWT  
\$6.50  
**14oz Ceramic Mug**  
Ceramic mug with smooth, matte outer wall and gray colored, high-gloss inner wall.  
Unit of Issue: EA/1  
Quantity in Stock: 39

**ADD TO CART**

## NAVIGATING THE SITE

**MY ORDERS:** Your order data is saved in this tab. Search for an order to find details such as status and tracking information for shipments. Search by order number, date, or item.

Show Order #:

Show Orders Entered After:  (mm/dd/yyyy)

Show Orders Entered On or Before:  (mm/dd/yyyy)

Search for orders containing:

Options:  Match Case

Order #	Date	# of Items	Items
There are no orders to display			

**PERSONAL PURCHASES:** All personal purchases must be paid using a personal credit card. To do so, go to [mtb.mymarketingbench.com](http://mtb.mymarketingbench.com) and follow the instructions to set up your account.

At checkout choose "Secure a New Credit Card" to enter your payment information.

Not a registered user? Click [here](#) to set up your account.

## CUSTOMER SERVICE INFORMATION

[MTBPromo@slwmco.com](mailto:MTBPromo@slwmco.com)

Phone: 410.785.1111