MTA Apparel Ordering Instructions

* Go to logoup.com
* Pick out any item you wish and proceed to checkout.
* You will need to create an account by giving your email address and creating a password.
* Enter your name and address.
* Under the billing section of the checkout process:
	+ Fill out sections 1 and 2
	+ Skip section 3
	+ Under section 4, click, Yes! I’ve ordered from logoup.com and my logo is….Then click, On file/already setup and ready to go.
	+ Section 5. It will say, Have any additional notes or comments? Under this section you need to type in, Use MTA logo from order #0064214.
	+ Finish checking out your item.
* This should be all you need to do! They might send you a confirmation email stating that if your logo is already on file, then there is no need to respond. They may also send you an email confirming the logo. If it is not the MTA logo, then please check the number you inputted into your order and correct the error. If it is the MTA logo, you cannot make changes!!! They will charge you $20 extra if you try and change the color or size of the logo.

HELPFUL HINTS:

* If you want to cut back on costs, make a group order and you will get free shipping on anything over $150.
* PLEASE check sizing charts and information. Items cannot be returned because it is a custom logo. If the item is defective, then you may return it.
* Ladies, if ordering a unisex item, the size is closer to a men’s than a women’s.