Adidas Ordering Guide for Club Sports

**How to Place an Order**
Please contact the office at clubsprt@indiana.edu with your completed order form after reading through the following instructions and details.

Items must be for club use or personal use by club members, as our account cannot be used to purchase items that will be resold (e.g. – clubs cannot buy items that will be sold to friends, family, alumni etc.).

**Discounts**
Listed discounts are available to Club Sports at the following rates:
- Apparel: 50% off listed price
- Footwear: 45% off listed price
  - Except for miAdidas custom footwear, which is 30% off
- Accessories/Balls: 50% off listed price
- Hard Goods: 37.5% off listed price
  - Example: Lacrosse Helmets, Baseball Bats, etc.

**Product Options & Details**
Please note that Club Sports may not order duplicates/exact copies of IU NCAA team uniforms.

1. **Stock Items:** [http://adidas-team.com/catalogs/](http://adidas-team.com/catalogs/)
   - No order minimums (except headwear, which is outlined in the catalog)
   - Shipped within 3-5 business days AFTER order is placed by Rec Sports staff
   - Items are delivered blank; use a local vendor for decorations (numbers, names, etc.)
   - When utilizing catalogs, use the catalog closest to the time of year you are ordering (i.e. Fall 2018 Team Catalog when ordering in Fall 2018)
2. **Custom Items** (marked as adiCustom or miAdidas in catalog)
   - Must order a minimum of 6 pieces per design
   - Shipped 60-90 days AFTER final design approval (design approval typically takes 2-4 weeks)
   - Adidas rep does NOT RECOMMEND having this product embellished. Bring them in blank and use a local vendor for decorations (numbers, names, logos, etc.)

Differentiating Stock & Custom Items: The catalog contains both stock and custom items. Stock items will always have color options listed next to each item. Custom items will be labeled adiCustom or miAdidas, and will not have colors listed. Instead, custom colors are listed at the end of that section.

**Color Options**
Be mindful that only the below listed colors may be ordered for apparel or accessories that will have an IU logo/Indiana printed on them:
- Victory Red, University Red, Black, White, Gray

**Power Red or Burgundy/Maroon colors CAN NOT be used** for any items that will have an IU logo/Indiana/Hoosiers printed on them. While it may look similar in the catalogs, it is actual
noticeable different red in person. This restriction only applies to items that will be part of a uniform or will carry an IU logo/Indiana/Hoosiers. If clubs wish to order other colors for t-shirts, warm-ups, practice gear, etc. they can, as long as it will not have the club name or IU logo/Indiana/Hoosiers on it.

**Delivery & Billing**

Clubs will receive an invoice or invoices from clubsprt@indiana.edu, typically after the items are received. Club treasurers are responsible for timely payments, or ordering privileges may be revoked.

Items will be delivered to WIC 290, and we will notify the person who placed the order when they are available for pick up. Individuals picking up the items are responsible for completing an inventory of the delivery, checking for correct quantity and/or artwork. By accepting the items, the individual is accepting this responsibility.

- If there is a problem with the quality or customization of the received items:
  - The individual responsible for inventory should alert Rec Sports staff immediately and leave the items in WIC 290 for return to vendor.
- If the goods will be received later than the required in-hands date:
  - The individual placing the order should alert Rec Sports staff immediately.

**Account Options**

Keep in mind, that depending on what items your club is purchasing, you may only have certain accounts available for use:

- **Allocation**: items must be for team use, and kept with club year to year until it’s useful life has been reached. Items that will be kept by individuals at the end of the year, or only used by one specific person, cannot be purchased with Allocation funds.
- **SOA**: items can be for team or personal use, if permitted by club treasurer
- **Foundation**: depending on the donor agreement, items can be for team or individual use. To comply with University purchasing procedures, a Purchase Request Form must be completed before an order is placed. If a club changes their mind later, and wishes to use this account after an order has been placed, it will not be possible!