Ordering Promotional Items

All purchases of merchandise bearing Lehigh University’s name or trademarks, regardless of whether or not the purchase is subject to royalty, must be from licensed manufacturers. The licensees have agreed to supply the University with quality, safe merchandise, and pay the University a royalty fee for the privilege to provide these products with the University marks. In exchange, the University has granted the supplier a unique opportunity to provide such merchandise.

Need a promotional item for your office or event?

Follow the 4 easy steps of the T&L process!

1. Choose a licensed vendor. For a list of all licensees – including a list of those who produce promotional items – please visit our website: financeadmin.lehigh.edu/licensing

2. Select your product and a Lehigh logo or wordmark, or your department wordmark. Licensed vendors have access to our full and current art sheet. Logos and wordmarks may not be altered in any way. Our licenced vendors may also be used by departments/organizations/clubs for promo materials not using the official University marks.

3. Upon placing your order, the licensed vendor will reach out to our office for final approval. Please be sure to notify the vendor that you are a Lehigh department or student group so that we may flag the order as royalty exempt.

4. Once our office approves, the order will be processed. If there are any issues or if changes are requested, we will notify the vendor. If there is a Lehigh contact associated with the order, we may also reach out to the Lehigh employee/student directly. Have questions about any requested changes? Just give us a call!

Thank you!

Questions? Contact: Monika I. Samuelsson, MBA | Director of Retail Partnerships & Marketing | Lehigh University Business Services | mos513@lehigh.edu, 610.758.4652