**2023 Custom Products**

**Procedures & Expectations**

**IMPORTANT: The pricing below is for EIT/Data Updates creating the products & Coordination   
adding the products to a standard Product Collection.**

**Process:**

1. Sales enters order into Personify; EIT is alerted.
2. Sales emails [webart@asicentral.com](mailto:webart@asicentral.com).  Let us know how many products are involved,   
   what to name the Product Collection, and how to add it to the site.    
   *Example of Subject line:*125754 Joe’s Promos – Custom Products Order Placed
3. EIT-[dataupdates@asicentral.com](mailto:dataupdates@asicentral.com) will email member custom product template.
4. EIT performs data entry once completed template is received.
5. EIT emails customer, Sales rep and [webart@asicentral.com](mailto:webart@asicentral.com) confirming completion.
6. Coordination picks up request (in Webart) by ASI number and completes as instructed.

**Personify Rate Code              Price         SLA**

1\_10\_PRODUCTS                   $199         10 biz days

11\_50\_PRODUCTS                 $299         15 biz days

51\_100\_PRODUCTS               $499         20 biz days

101\_250\_PRODUCTS             $999         30 biz days