

Ordering promotional items and literature

A guide to using your Brand Centre



The Royal Society of Chemistry is the world's leading chemistry community, advancing excellence in the chemical sciences.

From bringing chemical scientists together, to promoting and sharing knowledge of the highest quality, what we do is really important. So we need to communicate it.

Our Brand Centre has been designed to help you produce materials that use our brand to best effect. That way, we'll ensure we always look and sound like the world's leading chemistry community.

Getting started

You can access the Brand Centre using the login details sent to you by the Royal Society of Chemistry. If you've forgotten your password please click the 'forgotten your password' link on the login screen and follow the steps to reset your password. Your username has been set by the Royal Society of Chemistry, please email your usual point of contact for a reminder.

Once you have logged in, you'll see a variety of categories to choose from. Select your desired category, eg 'flyers', either by clicking on the image or using the menu on the left-hand side of the page.

Please enter a username and password - these are case sensitive.

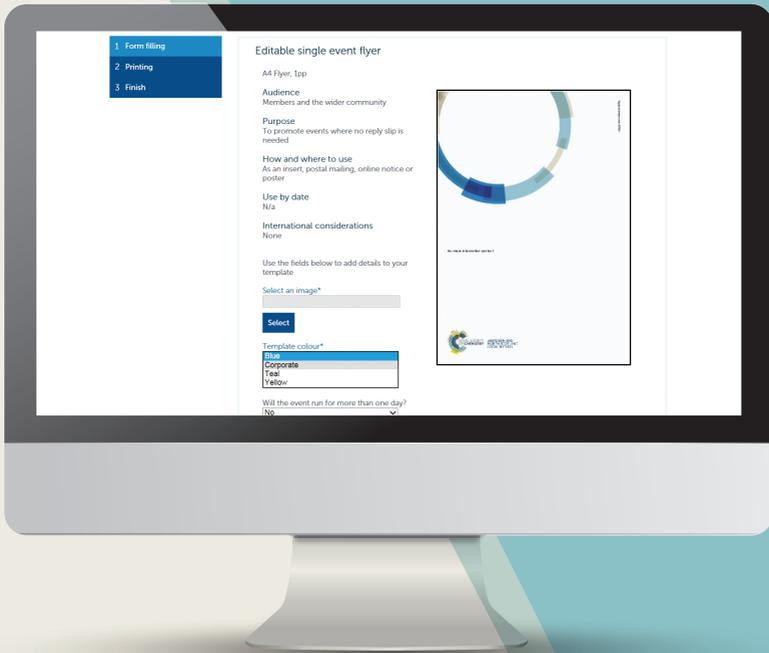
Username:

Password:

Next time log me in automatically

[Forgot your password?](#)





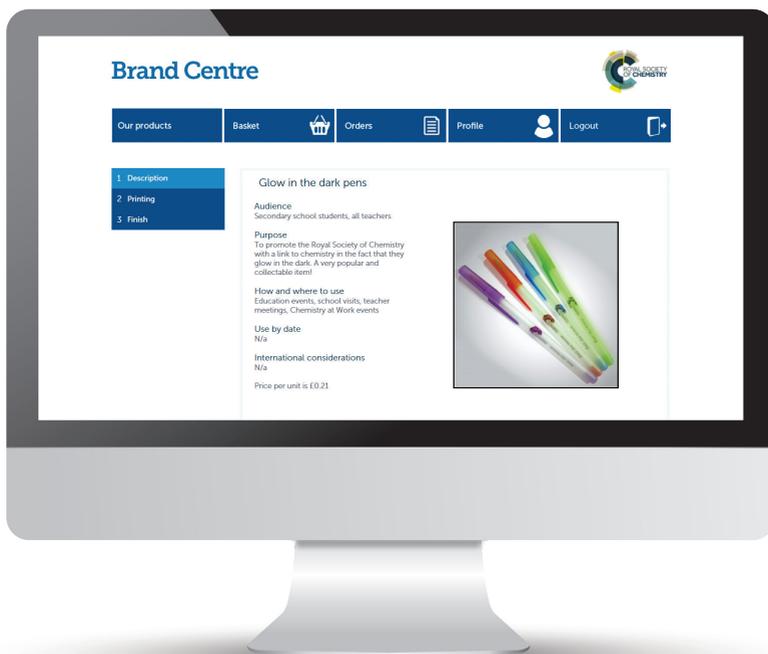
Editable literature

There are some items you can personalise with your own information, like an event flyer. Type your details into the fields shown and a preview of your item on the same page will automatically be updated. To view a low resolution PDF (portable document format), click on 'PDF preview' at the bottom of the page. This will open up a separate window in your browser so you'll need to make sure you have pop-ups enabled to be able to see this (depending on the browser you're using, you can usually check this by going to the 'Tools' or 'Settings' menu in your browser).

The low resolution PDF will include a watermark and is not suitable for printing, but you can download it for reference. Carefully check the preview version of your item before moving on to the next step. Then tick the box to confirm that you are happy to proceed and click 'Next step' to continue with your order.

Downloading PDF's

If you are based outside of the UK, you will be able to place your order as per the instructions in this guide and instead of ordering printed copies you will be able to request a high resolution PDF that you can then use to have the item printed locally.



Pre-printed items

Pre-printed materials are available for some of our products and services. Simply select the item you wish to order from one of the product categories. You can view a short description of what the item is, who it is suitable for, when and where to use it. If you wish to proceed with your order, click 'Next step'.

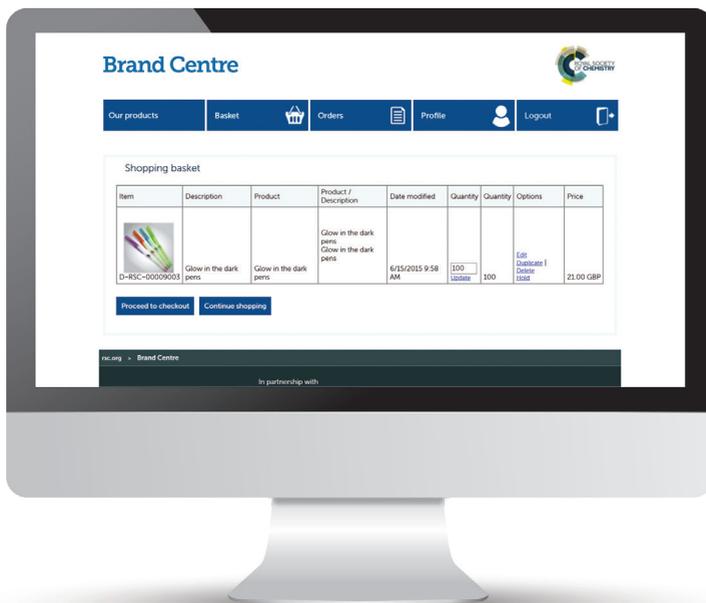
Promotional items

There are standard promotional items available for you to order. Simply select the item you wish to order from the promotional items category. Like pre-printed items, you can view a short description of what the item is, who it is suitable for, when and where to use it. If you wish to proceed with your order, click 'Next step'.

Ordering

Enter the quantity you require, then click 'Next step' to continue to the next screen where you will be asked to review your order and 'Add to shopping basket'. Delivery charges will be added at checkout.

If the quantity of a single item exceeds 1,000, your order will automatically be referred to our Production Services team who will contact you about your requirements.



Choosing more items

Once you have added your item to the shopping basket, you can go back to the main product page and select another item to order if you wish. To do this, click 'Continue shopping'.

Proceeding to checkout

Once you have added all of the items to your shopping basket and you are happy with everything, click 'Proceed to checkout'. The costs for your order will automatically be calculated once all of the necessary fields have been filled in. Some users are given a credit limit. Once the credit has been used up, you can continue to place orders via the Brand Centre and will receive an invoice from the Royal Society of Chemistry for your items.

Your order will automatically be delivered to your default address but if you would like it to go to an alternative address, just add a new address by clicking 'Address Book' and then 'Add New'.

Once you have filled in your delivery address details, click 'Accept' which will take you back to the Address Book home page. You can then go 'Back to Shipping Step' where you will see the system has replaced your shipping address with the new details provided. Please also provide a contact telephone number and any additional delivery instructions if required. Click 'Next step' to continue.

Finalising your order

Click 'Place order' to confirm your order. You will automatically receive an email confirmation. For all UK orders, your items will arrive within 2-3 working days. International delivery times can vary.



Who to contact

The Brand Centre has been produced in conjunction with Just Digital Limited. If you need help with using the site or have any questions about the delivery of your business cards please contact Just Digital directly.

We want you to have a good experience when using the Brand Centre. If you have any feedback about the Brand Centre or the service you received please email the Creative and production team.

Production team:
(For name badge delivery enquiries and feedback)

Email: CAPS@rsc.org

JUST DIGITAL

Contact us
(For technical help and delivery enquiries)

Just Digital Limited

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