



# Reorder Custom Mugs Online

## How-to Guide

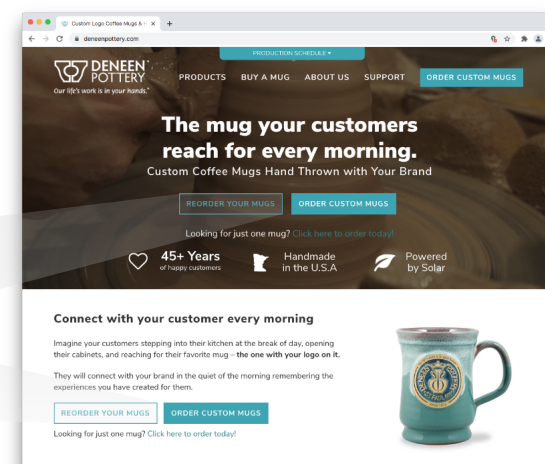
A step-by-step guide to starting a custom mug reorder through our website.

### Follow these 3 steps to start your reorder online.

#### 1. Go to our website: [deneenpottery.com](https://deneenpottery.com)

Find the Reorder Your Mugs button in the header or throughout the site. Or bookmark this link: [deneenpottery.com/reorder-custom-mugs](https://deneenpottery.com/reorder-custom-mugs)

**REORDER YOUR MUGS**



#### 2. Fill out the Reorder Form.

If you have new artwork to submit you can easily upload it through the form. Then you can select multiple combinations of mug styles and glaze colors.

Will you be uploading new artwork? ☐ No ☒ Yes

UPLOAD YOUR ART HERE: .AI, .EPS, .PDF OR HIGH RESOLUTION .JPG \*

Drop files here or

Select files

Accepted file types: ai, eps, jpg, jpeg, pdf, Max. file size: 100 MB.  
[View our artwork guidelines](#)

QUANTITY	CHOOSE YOUR MUG STYLE	CHOOSE YOUR MUG GLAZE (min 24)
24	Round Belly Mug	Sage w/Hunter White
24	Round Belly Mug	Red w/Black White

**Reminder:** Minimum quantity for reorders on signature mugs is 48 per style & 24 per glaze color. Minimum quantity for first time orders on signature mugs is 96 pieces. If your order does not meet these requirements our Customer Support team will reach out to revise your order.

Haven't decided on styles, glazes or quantity or have a question? Just provide us with your contact information and a member of our Customer Support Team will reach out to you.

#### 3. Approve your order details.

A member of our Customer Support Team will contact you via your preference in 1 to 2 business days after you submit your form. They will finalize your order and answer any questions you might have. After you approve your Art Approval/Order Confirmation and submit payment, your mugs will move to production.