


# T&S Brass Ordering Guide

You may reach the TSG customer service representative Monday - Friday from 9:00 am to 4:30 pm ET at [ahornberger@thesourcinggroup.com](mailto:ahornberger@thesourcinggroup.com).

## Create New User

Go to: [Shop T&S Brass Brand Store](#)

- Type in a new username that you would like to use.
- The user name in the below image is an example only.
- Click Create an Account.




Register here for the T & S Brand Store.  
Branded gear built for the pros behind the products.  
[Click here to learn how to setup your account](#)

AUTHENTICATION

CREATE AN ACCOUNT

Please use your email address as your username.

User name

 CREATE AN ACCOUNT


ALREADY REGISTERED?

User name

Password

[Forgot your password?](#)

[Forgot your username?](#)

 SIGN IN

- Add your information.
- Name, Phone, Email Address, Choose your password.
- Click on Register.

CREATE AN ACCOUNT

YOUR PERSONAL INFORMATION

First name \*

Last name \*

Phone number

E-mail address \*

User name \*  
sdunn@baycareuser

Password \*


Confirmation \*

\*Required field

Register

Back

- In the Already Registered, type in your login and password.
- Click on Sign In.



RELIABILITY BUILT IN™

Register here for the T & S Brand Store.

Branded gear built for the pros behind the products.

[Click here to learn how to setup your account](#)

AUTHENTICATION

CREATE AN ACCOUNT

Please use your email address as your username.

User name

CREATE AN ACCOUNT

ALREADY REGISTERED?

User name

sd@tsbrass

Password

\*\*\*\*\*

Forgot your password?

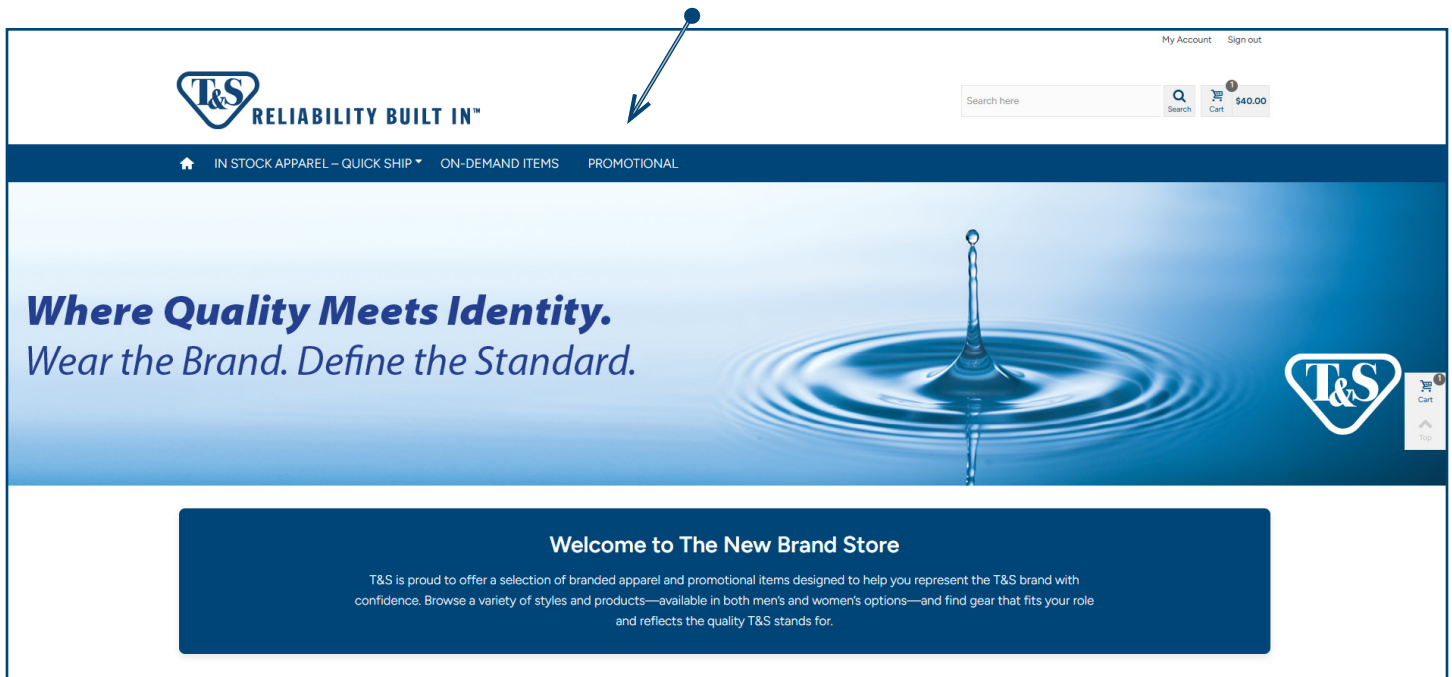
Forgot your username?

SIGN IN

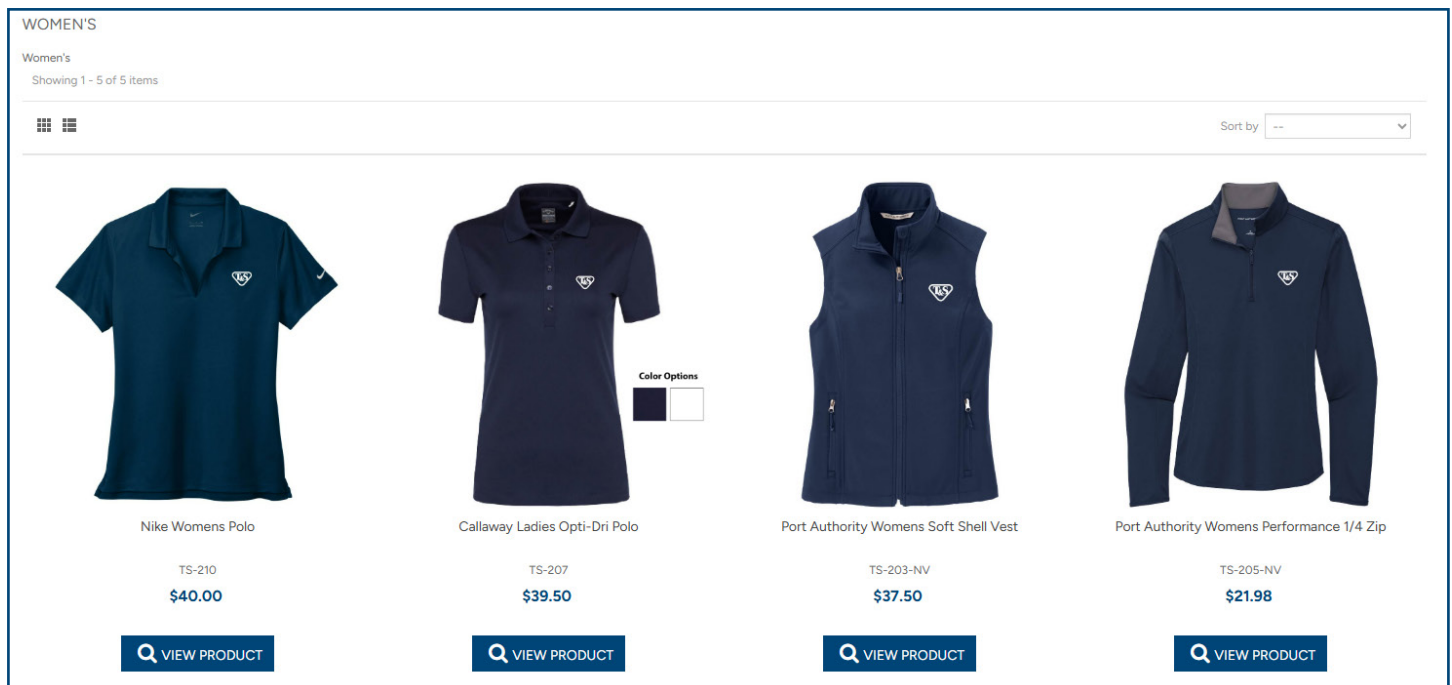


## Placing an Order

From the homepage, click on the catalog for the type of items you would like to order.



Click on the item that you would like to order.



To view the size chart for an apparel item, click on “View Size Chart”.  
Select your size then add quantity you would like to order and “Add to Cart”.

NIKE WOMENS POLO  
TS-210

The Nike Dri-FIT Micro Pique 2.0 Polo delivers unparalleled comfort with Dri-FIT moisture management technology. 4.3-ounce, 100% polyester Dri-FIT fabric.

Decoration: Embroidery on left chest.

[VIEW SIZE CHART](#)

**\$40.00** per EA  
Total: **\$40.00**

Size <sup>\*</sup> LG

20 Items In Stock | In Stock

1 Qty

[ADD TO CART](#)

If you need to add more items to your chopping cart, click on “Continue Shopping”. If you are ready to checkout, click on “Proceed to Checkout”.

TS-210-LG  
Quantity 1  
Total \$40.00

**Product(s) successfully added to your shopping cart**

There are 2 lines in your cart.  
Total **\$80.00**

[Continue shopping](#) [Proceed to checkout](#)

When you click on “Proceed to Checkout”, you will be taken to your shopping cart summary. Here you will be able to review your shopping cart, make any changes to the quantities, or remove any items you no longer wish to order.

If you have received promo codes, enter each promo code one at a time.

- Type your first promo code in the box and click Apply Promo, repeat process.
- Repeat the process for any additional promo codes.
- Any promo codes successfully applied to your order will be listed below the input box.
- Promo discounts will be shown in the discount area above the Grand total.
- Free shipping will be applied on the Payment page.

Once you are satisfied, click on “Proceed to Checkout”.

### How to Apply Promo Codes

Enter promo codes one at a time. Type a code in the box and click Apply Promo, then repeat for any others.  
Discounts appear above the Grand Total. Free shipping is applied on the Payment page.

#### SHOPPING-CART SUMMARY

1. SUMMARY


2. SIGN IN

3. ADDRESS

4. SHIPPING

5. PAYMENT

Your shopping cart contains: 1 Product

Product	Id	Details	Availability	Unit Price	Qty	Total	Remove
 Nike Womens Polo	TS-210-LG		In Stock	\$40.00 per EA	1	\$40.00	✕

Apply Promo

50% Off In-stock Apparel

Free Shipping

Subtotal	\$40.00
Shipping & Handling	\$15.89
Tax	\$1.45
Discount	\$35.89
GRAND TOTAL	\$21.45

Continue shopping

Proceed to checkout

#### YOUR ADDRESSES

To add a new address, please fill out the form below.

\* Required field

Address Label/ Nickname \*

Name

Address Classification

Company

Address \*

Address (Line 2)

City \*

State/Province \*

Zip/Postal Code \*

Country \*

Phone \*

Save

During your first checkout, enter your shipping and billing addresses.

- The Label/Nickname you assign will appear in the address dropdown for future orders.
- Your billing address must match the address on file with your credit card company.



Select your address from the drop-down or “Add a New Address” if you do not see the one you need. Add an attention line. Your billing address must match the address on file with your credit card company. Add any order comments and click on “Continue to Checkout”.

ADDRESSES

1. SUMMARY

2. SIGN IN

3. ADDRESS

4. SHIPPING

5. PAYMENT

Choose a delivery address: Home Address

Choose a billing address: Home Address

YOUR DELIVERY ADDRESS

TSG SourcKey  
141 Dorer Drive  
Unit B  
ATTN: \*  
Auburn, CA 95603  
US  
9168781234

TEST ORDER ONLY

Edit

YOUR BILLING ADDRESS

TSG SourcKey  
141 Dorer Drive  
Unit B  
Auburn, CA 95603  
US  
9168781234

Edit

Add a new address

If you would like to add a comment about your order, please write it in the field below.

Continue Shopping

Continue to checkout

At this time, FedEx ground is the only shipping option available. If you need expedited shipping, please contact [ahornberger@thesourcinggroup.com](mailto:ahornberger@thesourcinggroup.com). Click on “Continue to Checkout”.

- If you added a promo code for Free shipping, it will be applied on the Payment page.

Promo Code Reminder

If you used a Free Shipping promo code, the discount will be taken on the Payment page.

SHIPPING

1. SUMMARY

2. SIGN IN

3. ADDRESS

4. SHIPPING

5. PAYMENT

Choose a shipping option for this address: Home Address

☒ FedEx Ground

\$15.89

Continue shopping

Continue to checkout

This is the final review of your order.


- All product and shipping discounts from promo codes are combined and shown in the Total Discount box above the grand total.
- Add your credit card information. The Sourcing Group will show as the merchant on your credit card statement.

If your order looks correct, click on "Submit Order". You will receive an order confirmation from [support@tsgsourcekey.com](mailto:support@tsgsourcekey.com).

For any questions about your order, please email [ahornberger@thesourcinggroup.com](mailto:ahornberger@thesourcinggroup.com).

**Your Discounts Have Been Combined**  
All product and shipping discounts from promo codes are combined and shown in the discount box above the grand total.

CONFIRM YOUR ORDER AND PAYMENT METHOD

1. SUMMARY		2. SIGN IN		3. ADDRESS		4. SHIPPING		5. PAYMENT	
Product	Id	Details	Availability	Unit Price	Qty	Total			
 Nike Womens Polo	TS-210-LG		In Stock	\$40.00	1	\$40.00			
Subtotal						\$40.00			
Shipping & Handling						\$15.89			
Tax						\$1.45			
Total Discount						\$35.89			
Grand Total						\$21.45			

Please Select your Payment Method

Credit Card

Pay by Credit Card:

Card Type

Card Number

CVV Number

Card Expiration Date

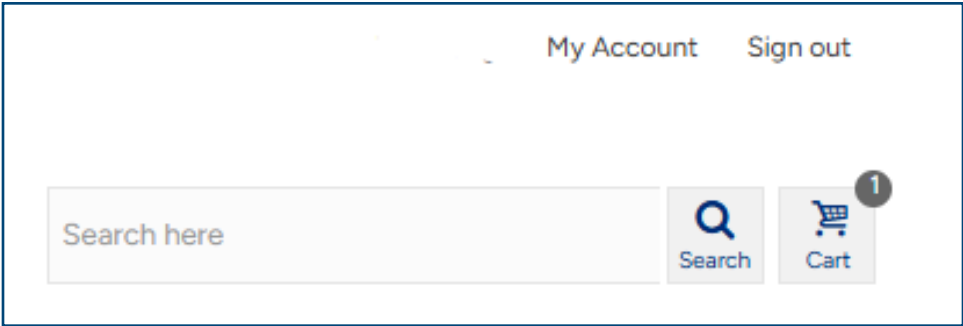
01 / 2025

Submit Order

Continue shopping

# Additional Site Information

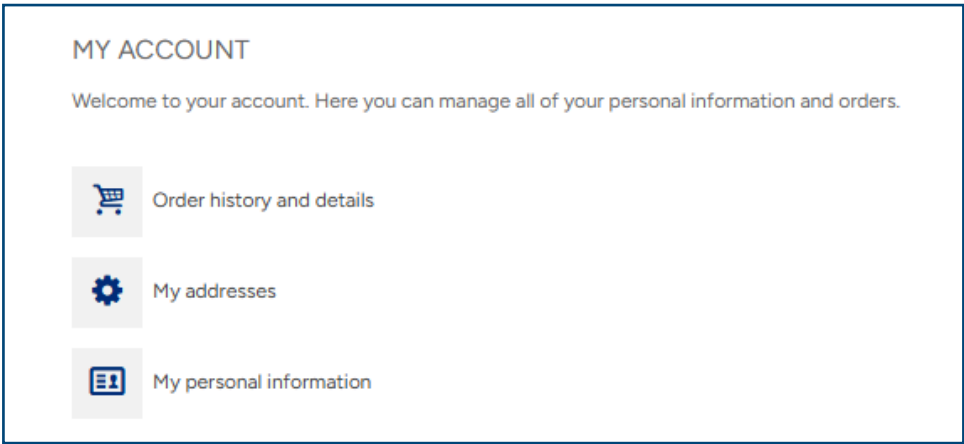
Additional information can be found in the header on the top right or in the footer.



<b>HELPFUL LINKS</b> FAQs Return Policy Customer Service Privacy Policy  <small>Copyright ©2025-present, The Sourcing Group, All rights reserved</small>	<b>ACCOUNT LINKS</b> My Account My Cart	<b>CONTACT US</b> Email Us ahornberger@thesourcinggroup.com
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## My Account

The “My Account” link is where you can see your order history and manage any additional addresses you have added.





In order history you will:

- Be able to see the status of your order.
- See tracking information.
- See details of the order.
- Quickly reorder, by add all items from the order to your shopping cart.

ORDER HISTORY 2025

Here are the orders you've placed since your account was created.

Show 10 entries

Search:

Order reference	Date	Total price	Shipping Address	Status	
<a href="#">TSBRASS-100005</a>	8/15/2025 1:02:10 PM	\$59.98	Home Address	In Production	<a href="#">Details</a> <a href="#">Reorder</a>
<a href="#">TSBRASS-100004</a>	8/7/2025 2:48:18 PM	\$59.98	Home Address	In Production	<a href="#">Details</a> <a href="#">Reorder</a>
<a href="#">TSBRASS-100002</a>	8/7/2025 11:27:04 AM	\$29.60	T&S Brass and Bronze Work	Canceled	<a href="#">Details</a> <a href="#">Reorder</a>

Showing 1 to 3 of 3 entries

[First](#) [Previous](#) 1 [Next](#) [Last](#)

[Back to your account.](#)

[Home](#)

Manage your addresses by editing, deleting, or adding new.

MY ADDRESSES

Please configure your billing and delivery addresses when placing an order. You may also add additional addresses, which can be useful for sending gifts or receiving an order at your office.

Your addresses are listed below.

Be sure to update your personal information if it has changed.

HOME ADDRESS

TSG SourcKey  
123 Lincoln Way  
Auburn CA 95603  
US  
9168781234

[Edit](#) [Delete](#)

[Add a new address](#)

Add new addresses as you need them. The “Address Label” is what you will see in the drop-down menu during the checkout process.

### YOUR ADDRESSES

To add a new address, please fill out the form below.

\*Required field

Address Label/ Nickname \*

Name

Address Classification

Company

Address \*

Address (Line 2)

City \*

State/Province \*

Zip/Postal Code \*

Country \*

United States

Phone \*

Save

## Privacy Policy

Here you will find The Sourcing Group’s privacy policy.

### PRIVACY POLICY NOTICE

Effective: June 30, 2023


This document applies to all of The Sourcing Group (“TSG”) and its wholly owned subsidiaries D/B/A CarpeDiem Inc., Amplifii, SI Solutions, Greg Hough, and Brand Alliance. We place a high priority on maintaining the privacy and confidentiality of our customer’s personal information. In order to provide our services to you, we may collect, use and transfer personal information. This notice intends to help you understand our commitment to protecting this information at all times. We are providing this information to describe the data that we may process, and the situations where we may disclose that information to another party. Any questions or comments may be addressed to any member of our senior leadership team at 646-572-7520.

As part of our commitment, TSG will only disclose information to third parties directly involved in fulfillment activities for purposes of completing the transaction. We will only collect the minimum required information and will not disclose any of such to third parties for any purpose. The identities of authorized third parties will vary depending upon the material being ordered or manufactured but will be limited to authorized branded apparel manufacturers and printers as certified by TSG to deliver to the locations within the US and the EU.



## Frequently Asked Questions - FAQs

If you do not find an answer here contact [ahornberger@thesourcinggroup.com](mailto:ahornberger@thesourcinggroup.com).

**FAQs** 

How do I place my order?

+

How do I see my shopping cart?

+

How do I manage the addresses for shipping and billing?

+

How can I confirm that my order was placed?

+

What are the shipping fees?

+

What if I need to make changes to my order?

+

When will I get my order?

+


My question wasn't in the FAQs. Who should I contact?

+

How can I contact Customer Support?

+

## Customer Service

**Customer Service** 

### We're Here to Help!

If you have questions or need assistance with your order, please email our Customer Service team.

**Customer Service Hours:** Monday – Friday, 9:00 AM – 4:30 PM ET

We strive to respond to all inquiries within 24 hours. Messages received on Friday may not be addressed until the following business day.

Amber Hornberger