

Need MTA Brochures and Promo Items?

- **See New Brochure and Promotional Products Pages at Employee Center Intranet site.** [Check it out!](#)

(July 18, 2003) Need a supply of Metro system maps for an event? A gross of logo pencils or a soft, squishy Metro Stress Train for school giveaways?

Metro brochures and promotional products are now available via the Intranet for use in MTA outreach programs. Descriptions of the materials and the required request forms can be accessed through the Intranet's Employee Center web site.

Brochures include the Bus/Rail Rider's Guide, Bus Safety Checklist, Student Safety Guide and seven others. Promotional items include goodie bags, notepads and pop-up buses and trains.

"We're stocking these items for employees who will be staffing MTA booths at community events," says Danielle Boutier, manager, Communications Services. "We're asking 10 days to process a request, but at present, there's no charge to the departments that order the items."

By consolidating the purchase of promotional materials, MTA can get better prices than an individual department could by buying on its own, Boutier says.

Having one procurement source also helps maintain MTA graphics standards and logo integrity, and promotes a positive identification for the agency.

The Employee Center web site link is located on the right-hand navigation bar of the Intranet home page. The link to Brochures & Promotional Products may be found at the bottom of the navigation bar on the Employee Center home page, just under Snacks & Special Offers.

Mousing over the brochure titles reveals an image of the brochure cover designs. The promotional products page includes photos of the various items. Descriptions and photos will be updated as the items change.

Both pages have links to the request forms. A link to the Metro Promotional Products Policy is included on the promotional products page.

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