

ORDER INFORMATION

1. Set Up Charge: \$34.00

This is required for each product and includes producing film positive and screen. Applies per color/per side.

2. Reorder - Set Up Charge: \$17.00

We retain the artwork from all orders for 24 months. However, we must recreate the screen. This discounted Set Up Charge applies to exact reorders only. We need the invoice date and the invoice number from the previous order. Any changes or additions will constitute a new order.

3. Ad Copy or Imprint Color Change: \$34.00

Changes must be received at the same time for the same item number to receive total quantity price. This charge is applicable on color changes for the same copy or on minor copy changes (i.e. phone number). Ad Copy or Imprint Color Change orders must be at least equivalent to the minimum quantity of the item per color or copy.

4. Cancellation Charge: \$30.00

You will be charged \$30.00 plus all costs incurred before cancellation requests are received. **Cancellations must be submitted in writing.**

5. Artwork Fees: VARIES

Typesetting, Reducing or Enlarging a Stat, Reverse Printing: **No Charge!** · Art Touch Up, Color Separation, Logo/Paste Up or Art Composition: **\$25 per 1/4 hour**

6. Non-Standard Imprint Color: \$40.00

Standard imprint colors are listed for each product. Any other color, including PMS colors, must be mixed and is subject to this charge. **Please list PMS number when possible.** Exact color matches are not guaranteed.

7. Under Minimum Order: \$40.00

The minimum amount is listed in the pricing area for each product. Smaller quantities are available with this charge.

8. Proofs:

Proofs on Paper: \$9.00 plus all additional charges, if any. Any changes are subject to new charges. Please include your fax number if you would like the paper proof faxed to you for quicker service. Production time begins after we receive approval of proof.

Proofs on Product Sample: All Standard charges apply (ie. Under Minimum, Screen, Logo/Paste Up Charge, etc...)

9. Freight & Handling Charges

All orders are shipped Bulk, F.O.B.. We reserve the right to choose the carrier for shipping service unless otherwise specified. All weights shown in the catalog are approximate. A nominal Handling Charge is added to all shipments.

10. Oversize & Dimensional Charges on Ground Shipments:

If a package measures over 5,184 cubic inches it is considered "OVERSIZE". Package will be billed based on the following formula; LENGTH x WIDTH x HEIGHT Divided by 194. (i.e. Box measures: 25 x 19 x 23 it will be billed at 57lbs regardless of actual weight.)

11. Air Shipments: If the Dimensional Weight (LxWxH divided by 194) of a package exceeds the actual weight, the Dimensional Weight will be used to determine the package charge.

12. Order Forms - We will accept orders from approved distributors only. Please place your orders on a copy of the official order form. This order form helps us to expedite your order and minimize mistakes. Please type or print clearly in black ink. If you should place an order on a sheet other than our order form **YOU WILL BE RESPONSIBLE** for all necessary information that we require on our official order form.

GENERAL INFORMATION

1. Production Time - Production will begin after we receive approved art. We will need extra production time when ordering items with second side and/or additional colors of imprint. The service listed represents in factory production time. Please allow proper time for delivery. Standard Production Time Is 5 Business Days. Orders received after 2:00 PM (EST) will be processed the next business day.

We cannot be responsible for delays caused by fire, floods, riots, strikes, shortages of materials, orders of government, failure of transportation, acts of God or other causes beyond our control. In such an event this production time will be extended for a like period. Neither party shall have liability to the other party because of the suspension.

2. Rush Service Pricing and Availability:

Our 3 Day Rush Service is FREE with no up charge based on 5 Day Standard pricing. The 2 Day Rush Service has a 20% up charge based on 5 Day Standard pricing. The 1 Day Rush Service has a 30% up charge based on 5 Day Standard pricing. **All Rush Services are available on a limited basis, so please call for availability.**

3. Fax Orders - We will accept orders over the fax provided it is for straight line ad copy. Sorry, no faxed logos. **The Speedy Line is not responsible for communication errors that occur from illegible fax orders.** Fax orders received after 2:00 PM (EST) will be processed the next business day. You should call to confirm receipt of faxed orders. **NO PHONE ORDERS.**

4. Quantity Breaks - In-between quantities will be invoiced at the lower quantity price (i.e. 300 pens invoiced at 250 pen price). Unimprinted products are billed at end quantity price.

5. Over or Under-Runs - We reserve the right to ship and invoice for 5% Over or Under the amount ordered.

6. Typestyle And Set Up - We reserve the right to use our judgment as to typestyles, sizes and layout unless otherwise specified. If sample is furnished, we will follow as closely as possible. We will set up imprint at our discretion, unless specified with order- "DO NOT REVISE". **Remember, The Imprint Will Be No Better Than The Artwork You Supply.** We require artwork to be out put on a printer with a minimum of 1000+ Dots-Per-Inch (DPI). Customer must certify authorized use of any copyrights, en dorsements and/or trademarks. Screened/Halftone artwork must be provided at 55 (LPI) and output of 1200 (DPI)

7. Product Information: Color, Size, Descriptions - If a color is NOT specified we will use our own judgment. Sizes, colors and products shown in catalog are approximate. Please obtain current samples for accurate colors and dimensions.

8. Adjustments/Customer Service - Any claims must be filed within 30 days of invoice date. Any returns must be authorized by the factory and upon inspection, the factory may replace or issue credit for faulty merchandise.

9. Additional Color Imprint - We will require color separated art, preferably to size. Please allow for additional production time.

10. Disclaimer - All prices are subject to change without notice. The actual product color may vary from the picture of the product in the catalog. Logos and Ad Copy imprints on merchandise within this catalog are shown only as examples to illustrate the quality and design of the products offered. They do not imply an endorsement of our product line by the companies shown. All prices in this catalog are subject to change without notice.