



## SCREEN PRINTING POLICIES

<b>Artwork</b>	Please send us the highest quality vector art that you have. We prefer .CDR or .EPS files that are not bitmap embedded images. Remember to convert all text to outlines or curves as opposed to fonts. All other formats require additional charges for conversion. Minimum conversion charge per design is \$13. Conversion charges will be quoted in advance. By requesting production from us, the customer guarantees that they have the reproduction rights of any provided artwork and that such artwork is free and clear of all claims of copyright. Customer retains the full responsibility for any copyright infringements. We reserve the right to refuse to produce any artwork that we believe may be protected by copyright. We also reserve the right to refuse to print profanity or what we determine to be inappropriate.
<b>Graphic Design</b>	We offer graphic design service to assist you in creating your logo or design from scratch. The first hour of design time is provided free of charge. Additional design time or changes are billed at a rate of \$45/hour. Time for your design work will be quoted in advance. We maintain the rights to all the artwork that we create. We will release the designs for one-time use elsewhere, such as for printing flyers, etc. for \$25 or you can purchase unlimited rights to the design for \$200. Pre-payment is required for the release of any artwork.
<b>Reorders</b>	Pricing is based on quantities in reorder only. No screen charges if reordered within 60 days of delivery. Screen charge is reduced by half if reordered within 6 months of delivery. Reorders greater than 6 months of delivery require full payment of screen charges.
<b>Colors</b>	We will do our best to match your color, but color matches are not guaranteed on repeat orders or when duplicating current designs or garments. This is true even when specialty colors are ordered. PMS Color Match available for \$25 per color. If a specialty color is required for your order, add \$.25 per garment. You will be advised in advance if we determine your order requires a specialty color. If you need to have different color(s) of the same print applied in a job, there is a \$10 fee per color change.
<b>Shipping</b>	Items are priced for pick-up at our location during standard business hours. Shipping is available and will be charged to the customer at our cost.
<b>Spoilage</b>	Due to the nature of the production process, spoilage can sometimes occur. We recommend that all garments be ordered through us. For garments through us, any spoilage will be replaced at our expense. For customer-provided garments, we allow up to a 5% spoilage rate. Anything in excess of 5% will be credited to the customer. Value of customer-provided garments must be provided in advance. We reserve the right to refuse to print on any customer-provided garment at our discretion. See also "Minimum Quantities".
<b>Minimum Quantities</b>	We do not have minimum quantities on garments ordered through us. For customer-provided garments, the minimum quantity is 24. See also "Spoilage".
<b>Production Time</b>	Standard production time is 10-15 working days from finalized order, including artwork approval and payment arrangements. Rush Charge available.
<b>Rush</b>	Rush Charge of 25% if production time of less than 10 business days is required.
<b>Non-traditional location</b>	Standard fees are for printing on traditional locations, such as Front, Back, and Left chest of garments. Non-traditional locations, such as Pocket, Above Pocket, Sleeve, Collar, Leg, Buttocks, etc. add \$.50 per garment. You will be advised in advance if this fee applies.
<b>Names &amp; Numbers</b>	Standard Numbering \$3.00 each. Heat-pressed vinyl Name \$6.00 each. Heat-pressed vinyl Name & Number \$8.00 each.
<b>Payment</b>	Payments are accepted via cash or check. Payment is due in advance unless we have approved other arrangements. Payment at pick-up, Net 15, and Net 30 arrangements are available upon your request and our advanced approval.
<b>Pricing</b>	Pricing is based on total quantity of the order receiving the same print, regardless of the type of garment. For example, the 50 print pricing would be available for the same print on 25 t-shirts and 25 hoodies.