

## ARTWORK

Our preferred file format is **Vector Images created in Adobe Illustrator CS4, Corel Draw X4 or earlier**. Convert all text to outlines. These are file names ending in .ai, .eps or .cdr. Placing a .tif, .jpg or .psd into Illustrator and saving as a .eps or .pdf does not qualify as vector art. We cannot use any of the following PageMaker, Quark, PowerPoint, Word, Excel or other word processing rudimentary paint programs.

**Hard Copy Art** must be digitally scanned. Faxes, photocopies and textured letterhead or business cards are not acceptable artwork.

## OTHER GENERAL ART GUIDELINES

Submit black and white artwork for a one color print. It does not matter what color your final print will be. Note on your order the required ink color. Use the PMS color matching system for accurate color communication. If your final print will be two or more colors, include color artwork to show placement. PMS matching is not guaranteed due to the difference between screen print inks and paper printing. Half tones will not be accepted.

Multi-color and close registration not guaranteed on all bags. Slight variations may occur from print to imprint,. 100% opacity not guaranteed when printing light colors on dark colors. If size is not stated, art will be sized to fit item.

If your logo is in a format that will not produce a quality imprint, we can provide you with a quote to retouch your art. Charges for retouching artwork are billed at a rate of \$40.00 per hour. We will not proceed with any retouch work until we have your authorization

## TRADEMARKS & COPYRIGHTS

We accept orders for printing as being in full compliance with all applicable laws regarding its usage and we assume no liability for claims or infringements of trademarks, copyrights or patents. Products and logos shown in this catalog appear only to illustrate the ability to imprint art on them. It does not suggest that these imprints were designed by us and are readily available to any purchaser without express written permission of the owners of any trademarked or copyrighted art, copy or verbiage.

## OTHER ORDER INFORMATION

**We will not be responsible for verbal orders,** Fax, e-mail or mail orders for accuracy. Orders will be acknowledged in writing to dealers and should be carefully examined with regard to all aspects of the order. All orders will be produced as acknowledged and not allowances will be made for failure to correct any discrepancies before production.

**Lead Times** Every order is custom made and production averages 15 – 20 working days. Lead times are subject to receipt of camera-ready artwork, paper proof approvals, pre-production approvals (if required) availability of materials, credit approval and production schedule at time of order placement. Special lock requests require a 6 – 8 week lead time

**Fabric Color and Variation** We cannot guarantee against variance in color, weave or backing due to mill availability. Repeat orders may vary from previous orders.

**Overage/Underage** Every effort is made to ship exact quantity on your order. However, we reserve the right to over/under ship by 5% and invoice accordingly. Quantities shipped at 5% under will be considered fulfilled.

**Bag Sizing** All sizes shown are width x height x depth. All sizes are approximate and finished goods may vary plus or minus in each direction.

**Cancellations** Orders cannot be cancelled without permission from factory. Customer will be responsible for charges incurred prior to any cancellation.

**Pricing** Prices are subject to change without notice. Please call for current cost. Special price quotes are valid for 30 days from date of written quote.

**Shipping** Unless otherwise specified, all products are bulk-packed and shipped via UPS ground. Failure to supply correct shipping address will result in a freight chargeback. Freight and handling are FOB Factory – Prepaid and added to the invoice

**Terms** with prior credit approval credit terms are Net 30 days. First time orders require major credit card, COD or Cash in Advance. Failure to adhere to the Net 30 days, will result in loss of open accounts.