

General Information

ARTWORK: Please provide camera-ready black and white art. Provide 2 copies: 1 with color notations and 1 clean copy. We prefer the art to be 300% of actual size. For exact duplication, please provide an existing sample if possible. Art charges will be incurred if Favor-IT Emblems must prepare art. Depending on the complexity of the art, the cost will vary. This amount will be agreed upon before production.

ARTWORK (DIGITAL): Acceptable formats for full color designs are CorelDRAW and Adobe Illustrator. Please submit art in the following PC file formats: .AI, .CDR, .EPS. All fonts should be converted to outline. Acceptable media: 3.5" floppy disk, CD-ROM or ZIP disk.

CATALOGS AND RANDOM SAMPLES: Up to 5 catalogs at no charge. Additional catalogs are available for \$2.00(p) each. Random samples are available for most items. Please call customer service for details. Lapel pin sample kits are available for \$20.00(p) each.

CO-OP PROGRAMS: Call factory for details.

COPY CHANGES: Once art is submitted and art has been approved, copy changes will not be allowed. If a copy change must be made, a new tape or die may need to be made which will incur an additional charge.

CORRECTIONS AND CANCELLATIONS: All orders in process will be subject to any costs incurred to date. Cancellation of any order must have factory approval.

DROP SHIPMENTS: For shipments that require two or more shipment locations or at different times for any one order, please add \$6.25(v) per location or shipment release. Please provide shipping labels for each drop ship location.

OVER/UNDER RUNS: Favor-IT Emblems reserves the right to ship and invoice plus or minus 5% of original order. However, we will make every effort to ship exact order amounts.

PHONE ORDERS: Factory will not be responsible for errors on verbal orders. All costs incurred will be invoiced.

QUOTES/PRICING: Factory quotes are valid for 60 days. Catalog prices are subject to change without prior notice due to material availability and market conditions. Catalog prices are estimates only. Final quotes will be determined after receipt of art.

RETURNS: No returns without written factory approval. All return requests must be made within 10 days of receipt of goods. Products found defective will be repaired or replaced.

RUSH ORDERS: Orders requiring faster than normal production time must have factory approval. Nominal charges may apply.

SHIPPING METHOD: Orders are shipped via FedEx ground or 3-day services.

SPECIAL PACKAGING: A variety of packaging options may be available. Please call factory for details and pricing information.

TERMS: Net 30 with approved credit. F.O.B. Indianapolis, IN. A finance charge of 1 1/2% per month will be added to all past due accounts. New customers are required to submit a 50% deposit with the remaining balance to be paid prior to shipping full order.

TRADEMARKS/COPYRIGHTS: Favor-IT Emblems customers must accept full responsibility for claims and/or litigation arising from alleged infringement of trademark and/or copyright on any design or copy furnished to manufacture to reproduce. Should Favor-IT Emblems determine that the artwork/product may require proof of authorization, such paperwork may be required. All samples shown throughout this catalog are not for sale and do not imply that any endorsements have been made with the organizations represented. Favor-IT Emblems reserves the right to use all products as samples unless otherwise notified in writing prior to order.

Effective date: January, 2004