

Additional Calendar Information:

Set Up FREE, for Black imprint.

Set \$18 for other imprint colors

Each Additional Color: \$21 setup charge plus \$0.18 each piece. Two color maximum.

Proofs

Email Proof Free if requested. Additional proofs or revisions \$12 each.

Fax Proof Free if requested. Additional proofs or revisions \$12 each.

Mailed paper proof, \$10.

Full color mailed proofs: \$35 each.

Virtual calendar and ad proof: \$25 each.

PMS Color Match \$24.00. Exact color match cannot be guaranteed. PMS match is not available with digitally printed or hot stamped items.

Overrun/Underrun

Every effort will be made to ship the exact quantity ordered. However, for imprinted merchandise, we reserve the right to ship up to 5% over or under the amount of the order. You will be billed only for the actual quantity shipped.

Exact Quantity Order Charge

If exact quantity is required, the order form must state "Exact Quantity". \$31.25 Charge.

Combining Styles

Minimum total per order must be 300. Imprint color and ad copy must remain the same for the entire order. You can mix themes in minimum quantities of 150 per theme, but they MUST have the same binding.

Packaging

Plain Envelopes, Bulk: \$0.14 each

Plain Envelopes, Calendars Inserted: \$0.22 each

Plain Envelopes, Calendars Inserted (Window Ad Styles Only): \$0.24 each

Gift Envelopes, Bulk: \$0.16 each

Gift Envelopes, Calendars Inserted: \$0.24 each.

Gift Envelopes, Calendars Inserted (Window Ad Styles Only): \$0.26 each

Poly Bags, Calendars Inserted: \$0.20 each.

Chipboard Protectors: \$0.11 each.

Personalization

\$0.50 per name, or \$0.25 per name if you supply names on an Excel spreadsheet per our specs.

Order Cancellation

Cancellations must be submitted in writing. \$50 plus cost incurred before cancellation notice is received at factory. No cancellation of an order in production.

International Shipping

For shipments outside United States (including Puerto Rico) declared values will be catalog pricing unless otherwise requested. For international shipments (excluding Canada), the customer is responsible for all taxes, duties, brokerage fees and miscellaneous charges related to the shipment. For orders destined to Canada, prepaid shipments will be shipped DDP (Delivered Duties Paid). If a Canadian order is shipped via a third party, these fees will be charged to the third party account.

For Shipments with a declared value greater than \$2500 destined to a country other than Canada, a shipper's export declaration (or Electronic Export Information) will need to be submitted to customs. All shipments that qualify for this requirement will have an additional \$20 handling fee added to the shipping cost for both third party and prepaid shipments.

The factory is not responsible for delays in customs, ocean freight shipment delays, or air freight shipment delays beyond our immediate control.