

## Free 24-Hour Rush Service Guidelines

- \* "Need it Now - FREE 24-Hour Rush Service" must be clearly marked on your order.
- \* To qualify for the FREE 24-Hour Rush Service, your complete order and production-ready artwork must be received by noon, EST to ship out the next business day.
  - \* Artwork must be production ready. The file must be received at the same time as the order in Adobe Illustrator format.
- \* Electronic art must be accompanied by a pdf or hard copy for layout verification.
- \* 1-color imprint in 1-location only, except for magnets that are 4-Color Process Digital Printing.
- \* No proof or production sample approval available.
- \* Catalog quantities only - less than minimums are not available.
- \* Subject to inventory availability.
- \* Orders must ship via UPS, but can be sent any method of UPS offers: Ground, 3-Day Select, 2nd Day Air, Next Day Air, etc.
  - \* Case lot quantities only - no drop shipments.
  - \* Customer account must be in good standing, or prepaid.
  - \* Any need for order clarification will disqualify the order from 24-Hour Rush Service.
  - \* The use of licensed artwork requires a written release. Artwork when submitted is assumed to be in full compliance with laws governing copyrights, trademarks, etc. We are not responsible for typographical errors incorporated in submitted artwork. Factory reserves the right to make slight alterations in copy and logos to adapt to imprinting processes.