



## GENERAL INFORMATION

### DESIGNS - ARTWORK

Art time is billed by the hour in 1/3 hour increments (minimum charge for editing art is 1/3 of an hour and 2/3 of an hour for creative art) \_\_\_\_\_ \$45.00  
 Art orders include 1 proof and 1 revision. Further revisions will incur additional art charges.  
 Art is preferred in vector format with all fonts turned into outlines. For photorealistic art, 300 dpi actual size EPS or Photoshop files are preferred.  
 An art time estimate will be provided for creation of new art, editing existing art, or in some cases preparing customer supplied art for screen printing.

**RUSH CHARGE** All rush orders must be approved by the Production Manager. Must be turned in by 11 am CST & have expedited freight/delivery.  
 Rush charges for Jumbo and process printing will be quoted.

	2-3 day rush - per order _____	\$65.00	<b>Exact</b>	2 day rush - per order _____	\$25.00
<b>New</b>	1 day rush - per order _____	\$95.00	<b>Repeat</b>	1 day rush - per order _____	\$50.00
<b>Design</b>	Same day rush - per order _____	\$190.00	<b>Design</b>	Same day rush - per order _____	\$100.00
	Plus a per piece/per decoration location charge _____	\$0.32		Plus a per piece/per decoration location charge _____	\$0.25

**CHANGES** All changes must be in writing. Emails are acceptable.

### INCOMING MERCHANDISE

Garments need to be at Trademarks at least two days before production will begin. Incoming garments are expected to have a packing list and be in printer's folds. Incoming goods must reference the PO #. *Rush charges may apply to garments arriving on the same day as the ship date.*

### SPECIAL CONSIDERATIONS

**Replacement allowance is limited to 10 times the screen print or embroidery per piece price with a maximum of \$50 per item.**

**Contract damage allowance is 2% per location on standard screen printing and embroidery.**

**Contract damage allowance is 3% per location on specialty printing, special inks and techniques.**

**Problem orders:** Trademarks must be notified within 10 days of any problems with an order.

**Extra charges:** Orders that have extra handling or processing after the initial order is written, will have additional charges added to the order.

**Returns:** Items not claimed within 60 days of receipt will be disposed of.

### PAYMENT TERMS

**Cash or credit card (Master Card or Visa) in advance on new customers** unless prior arrangements have been made.

**Net 15 terms with approved credit**, financial statements may be required.

Resale Certificates must be provided with the order or a charge will be added to the invoice that has to be rebilled due to the certificate being sent in after the order has been invoiced \_\_\_\_\_ \$10.00

**Minimum billing** \_\_\_\_\_ \$15.00

### CPSIA COMPLIANCE

Trademarks is compliant with the current **Consumer Product Safety Information Act** laws for screen printing and embroidery. This law affects items that are intended for children 12 years old and younger. Phthalate compliant inks will be used on all screen printed items. Our embroidery threads are CPSIA compliant. Tracking information will be added to items where required. Additional charges may apply if the customer requests additional testing beyond the standard tests that Trademarks already has certificates for.

We will only sell or decorate items intended for children 12 years old and younger that have a CPSIA compliance certificate.

Please visit [www.Safelink.net](http://www.Safelink.net) for more information about our compliance and links to the Consumer Product Safety Commission.

## SHIPPING

**For customer pick up - Ship date means the order will be ready between 3pm - 5pm of that day.**

### SHIPPING AND RECEIVING

Split ship dividing large orders into smaller shipments to different locations with one invoice _____	\$6.00	per location (first location is no charge)
Split ship with separate invoices per location _____	\$12.00	per order/location (first location is no charge)
Combined order pricing _____	No Charge for 2021	<del>\$6.00</del>
Grouping within an order but all going to the same location _____	\$3.00	per group (first group is no charge)
Pallet Shipment _____	\$12.00	per pallet
Unbag items _____	\$0.03	per item
3rd party shipping _____	No Charge for 2021	<del>\$6.00</del>
Verify count without packing list _____	\$0.03	per item

**ASSEMBLY & KITTING** *Special packaging, special folding, combined packaging or "kitting" is available and quoted separately.*

Set up per item in the project \_\_\_\_\_ \$10.00

Assembly per item \_\_\_\_\_ \$0.25

**Special Packaging:** shirts folded with size sticker, inserted into tyvek bag, and labeled. \_\_\_\_\_ \$1.50

### INTERNATIONAL SHIPMENT DOCUMENTATION

International shipment documentation - including 3rd party shipments \_\_\_\_\_ \$30.00 first location (does not include split ship)

International additional locations - including 3rd party shipments \_\_\_\_\_ \$20.00 per location, each additional location

Duties and Taxes will be billed separately when applicable after information is received after the shipment has cleared customs. This can be as long as 6-8 weeks.

\* Freight must be prepaid on all international shipments and large drop shipments.

\* Orders that have extra handling or processing after the initial order is written, will have additional charges added to the order.