

GENERAL INFORMATION

ACKNOWLEDGMENTS

All orders are acknowledged. When requesting information about an order in process, be sure to reference the order number shown on the acknowledgment.

ARTWORK

Artwork should be submitted with order. We accept artwork on CD, DVD, Email (depends on file size). Electronic artwork under 20 mb can be emailed to Matt@PPS-email.com along with a copy of the purchase order. Electronic artwork over 20 mb can be sent by <https://wetransfer.com>. Please advise by e-mail and reference file name, PO number and order information.

SUPPORTED PROGRAMS

Adobe Illustrator, Adobe Photoshop, InDesign

SUPPORTED FILE TYPES

Vector (preferred for best results), .eps, .ai

If art requirements are not met, art time will be billed at \$60.00(G) per hour.

CANCELLED ORDERS

Orders cancelled could incur a \$30.00(x) fee plus any other completed steps based off when order is cancelled.

CHANGES TO SHIPPING ADDRESS OR METHOD OF SHIPPING

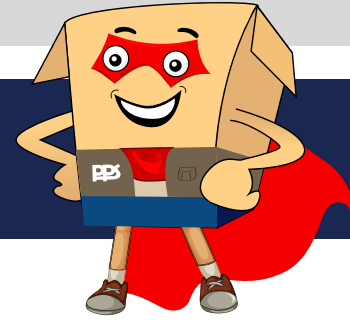
Any changes must be submitted in writing 24 hours prior to scheduled ship date.

PACKAGING

Standard packaging is bulk in master cartons or palletized depending on size and weight of shipment.

04/2023

Contact us for custom items, sizes or various materials



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PAYMENT TERMS

First order to be paid by credit card, 1% 10/Net 30 on orders after credit approval.

PRODUCTION TIME

Standard production time is 5 - 8 days after proof approval. Custom items, rushes, and larger than catalog quantity contact factory for time. Rush charges added if required.

PROOFS

E-mail proof No Charge
Printed Production Proof \$50.00(G)
Custom insert tray \$75.00(G)

RETURNS

All items are made to order. Due to this merchandise is not eligible for return credit.

SHIPPING

Orders are shipped prepaid with shipping charges added to the invoice. All shipments F.O.B. factory. C.O.D. orders not accepted.

SPECULATIVE SAMPLE

\$50.00(G) plus product cost, standard production times apply.