



EMBROIDERY & SCREEN PRINTING

ASI #91755



2012

www.tmemb.com

## GENERAL INFORMATION

### DESIGNS - ARTWORK

Art time is billed by the hour (minimum charge for editing art is 1/4 of an hour and 1/2 hour for creative art) \_\_\_\_\_ \$62.00  
Most art is preferred in vector format with all fonts turned into outlines. For photorealistic art, 300dpi 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. Rush jobs must be turned in by noon & have expedited freight or delivery.

Rush charges for Jumbo and process printing will be quoted.

2 day rush _____	\$35.00
1 day rush _____	\$70.00
Same day rush _____	\$140.00
Per decoration location charge _____	\$0.36

**CHANGES** All changes must be in writing. Faxes and emails are acceptable.

### CONTRACT 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. See below for extra handling charges to unbag or receive in items with no packing slip on large order. *Rush charges may apply to garments arriving close to ship date.*

### FOLDING AND TAGGING

T-Shirt folding only _____	\$0.23
T-shirt folding, bagging, size sticker _____	\$0.36
Size stickers only _____	\$0.09
All other items (sports shirts) folding only _____	\$0.28
All other items (sports shirts) folding, bagging size sticker _____	\$0.43
Client Supplied hang tag _____	\$0.09
Old label cut out, client supplied label sewn on top (label not inserted beneath seam) _____	\$0.68
Personalized sticker per item - no Excel list provided _____	\$0.85
Personalized sticker per item - Excel list provided _____	\$0.50
Tyvek Bag _____	\$0.65

Special packaging, special folding, combined packaging or "kitting" is available. Please ask for more details and a quote.

### SHIPPING AND RECEIVING

Combined Pricing Orders (each order including the first is charged) _____	\$4.38
Split shipments by the case or piece (each shipment including the first is charged)	
One box per shipment _____	\$4.38
More than one box per shipment _____	\$8.75
Split packaging within an order _____	\$4.38 per group
Pallet Shipment _____	\$12.50 per pallet
Unbag per item _____	\$0.06
Verify count without packing list per item _____	\$0.06
<b>ASSEMBLY</b> <i>Special boxing and packaging is quoted separately</i>	
Set up per order (type of item) _____	\$22.50
Assembly per item _____	\$0.36

### SPECIAL CONSIDERATIONS

**Co-op Program pricing** is available. Please contact us for more information.

**Contract damage allowance is 2%.** Trademarks' per piece replacement allowance is limited to 10 times the screen print or embroidery per piece price.

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

**Freight must be prepaid on all international shipments and large drop shipments. International duties and taxes will be billed separately.**

### 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 \$10.00 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.

**Minimum billing** \_\_\_\_\_ \$25.00

### 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. When required, non-phthalate inks will be used on children's items. Our embroidery threads are CPSIA compliant. Tracking information will be added to items where required. Additional charges may apply.

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

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

Pricing is for standard placement on standard items. Unusual items or placements may have additional charge.

### Trademark and Copyright Laws

When artwork has been submitted for reproduction in producing an order, we assume it is submitted in full compliance with the laws governing copyright, trademarks, etc. Purchasers, by placing these orders, agree to hold Trademarks harmless for any damages, costs, and/or expenses arising under these laws as a consequence of our use of said artwork. A letter of indemnity or licensing agreement will be required prior to production of copyrighted material.