



**FAX OR EMAIL PROOF** will be provided at no charge prior to production. Please specify your choice of fax or email (full colors) on purchase order.

**PRODUCT PROOFS** \$40(G) plus set-up charge.

**NON-STANDARD FOIL COLORS** add \$40(G). Contact factory for approval.

**MULTI-COLOR IMPRINTS** contact factory for approval of artwork prior to placing an order. Orders require a set-up charge of \$35(G) per color and a \$0.12(G) running charge per piece for each color after the first. Running charge for second color on ATMs and Planners is \$0.20(G) (2 color imprints are FREE on coloring books). Please note: colors cannot touch each other in the case of hot stamping. Allow 1/16" between imprint colors. No half-tones or gradations.

**CHANGE OF IMPRINT COLORS** add \$12.50(G) on the same order.

**SET-UP CHARGE** \$35(G).

**CHANGE OF COPY CHARGE** \$12.50(G) per change.

**UNIMPRINTED PRODUCTS** use next column pricing. Product is shipped within 2-3 business days. Less than minimum, add \$12.50(G).

**PRODUCTION TIME** is determined by the date art is approved. Standard production time is approximately 10 business days from receipt of approval. Custom jobs generally take approximately three to four weeks. Please specify an in-hands date on purchase order.

**FIVE-DAY RUSH SERVICE** add 20% and must have factory approval.

**EXACT REPEATS** never a set-up charge for exact repeats of artwork. Art is kept on file for two years. If imprint copy changes in any way or two years have passed, the standard set-up charge applies.

**COMBINED QUANTITY PRICING** titles can be mixed and matched to achieve quantity pricing. 100 piece minimum per title. Combined quantity pricing applies if the imprint copy remains the same. If imprint copy changes, add \$35(G) per imprint change.

**LESS THAN MINIMUM** please add \$35(G) for imprinted products. Add \$12.50(G) for blank goods.

**OVER/UNDER RUNS** standard orders are subject to 3-5% over or under run. Custom orders are subject to 5-7% over or under run.

**CHANGES** to a purchase order, including ship method or shipping address, must be submitted in writing via fax or email. Please indicate PO number with any revision. Verbal changes will not be accepted.

**RETURNS OR CANCELLATIONS** will be charged for work-in-progress and material ordered. Unimprinted orders are subject to a 20% restocking fee. Imprinted products are not subject to return unless defective. Return requests must be made within 48 hours of receipt and require approval and a Return Authorization Number. Returns without an RA number will not be accepted.

**SAMPLES** are shipped at no charge with a supplied UPS or FedEx shipper number. **Catalogs and flyers** are great selling tools and available at no charge to our valued distributors.

**SHIPPING** F.O.B. Connecticut. Normal shipping is UPS Ground, Insured. Claims for lost or damaged shipments are to be made directly to the carrier. Shipping errors must be reported within 72 hours of receipt. We cannot be responsible for discrepancies received by third parties.

**SHIPPING WITH YOUR ACCOUNT** must include account number and billing address at time of order.

**DROP/SPLIT SHIPMENTS** add \$10(G) for each destination.

**USPS** when requesting shipping through the U.S. Postal Service, add \$35(G) handling fee to your order.

**MISCELLANEOUS** all Key Points ship FLAT. All Pocket Pros, Pocket Doctors and Mini Pros come inserted into clear protective vinyl sleeves at no additional charge.

**MAGNETS** may be applied to most products. Add \$0.15(G) per piece.

**SPECIAL PACKAGING** Various packaging options are available. Contact factory for details.

**SPECIAL PRICING & CO-OPS** Authorization number must appear on all purchase orders. If not stated on PO, standard catalog pricing will apply and credits will not be issued.

## STANDARD IMPRINT COLORS

	Red (PMS 193)
	Green (PMS 348)
	Dark Green (PMS 349)
	Blue (PMS 293)
	Navy Blue (PMS 282)
	Burgundy (PMS 1817)
	Purple (PMS 2607)
	Gold (PMS 872)
	Pink (PMS 223)
	Black

*PMS numbers are approximate colors of foil or offset ink, not an exact match. We reserve the right to use offset printing or adapt variation of standard foil colors when appropriate. Non-Standard foil and ink colors may be available. Contact factory for approval.*