



TERMS & CONDITIONS

OCTOBER 2008

PRICING

-**Quotations** will be valid for 30 days unless otherwise confirmed in writing. All special products quoted sight unseen are subject to requote.

-**Cancellations** or changes after work order has been signed off will be billed for work done to date including artwork, film and screens. If garment sizing/quantities are changed, a restocking fee of 15% of the pre-tax total will also be charged.

-**48 Hour Rush Service** available for an additional 15% of the pre-tax total.

INK COLOURS

-Great West Graphics has **27 stock inks** to offer you.

-**All Pantone** colours require a special mixing charge of \$15.00 per colour.

The colours listed below are our stock inks and the Pantone number they are closely matched to:

Yellow (114C)	Purple (2665C),	Bright Green (361C),
Light Gold (136C)	Dark Purple (2659C)	Kelly Green (356C)
Orange (1665C)	Royal Blue (280C)	Forest Green (3435C)
Scarlet (1795C)	Deacon Blue (2746C)	Brown (4705C)
Red (187C)	Navy (2767C)	Light Grey (429C)
Dark Red (1807C)	Sky Blue (2925C)	Dark Grey (Cool #10C)
Cardinal (194C)	Powder (2915C)	Flesh (720C)
Burgundy (195C)	Turquoise (326C)	Liquid Gold (871C)
Pink (204C)	Teal (322C)	Liquid Silver (877C)

ART/ELECTRONIC ART

-**Artwork Charges** are \$45/hr (\$20 minimum charge) and will be quoted when we see artwork or computer file you supply. Included in artwork charges is a free faxed or emailed proof, which will indicate logo(s), size, print colours and placement.

-**Artwork is preferred in Adobe Illustrator CS2 format.** Please save vector files as .eps or .ai (up to Version CS2). All fonts must be included or converted to curves. Any linked images (such as a .tiff) must be embedded or saved and sent separately. Any raster images (jpegs, gifs, tiffs) could be subject to an artwork charge.

-**Any file from Photoshop** (up to Version CS2) such as jpeg or tiff may have more artwork charges versus files created in Illustrator. Photos (jpeg, tiff, psd, eps, etc.) from Photoshop must be supplied at 300 dpi at 100% size.

-**Faxed Artwork** is appropriate for viewing and quoting purposes only and is subject to art charges to bring it up to our specifications.

-**Fonts** should be clearly identified by name as we have over 2000 fonts on our computer with more being added regularly. If you are sending electronic art containing type, please be sure to convert a second copy with text as outlines so we can print the file. **If we don't have your required font, we can use a similar font or you will have to provide the font for us.**

-**A final signed Artwork Approval** is required before we can start production. Please look at your approval carefully before signing. Once signed and received, your order will be printed.

DELIVERY

- **Delivery Dates** are determined from signed Art Approval and Work Order receipt, not from order submission date. We will endeavor to have your Work Order to you within 24 hours of you placing your order.

CUSTOMER SUPPLIED GOODS

-**Customer Supplied Goods** are deemed by Great West Graphics to be correct in style, garment colours and sizing. Great West Graphics will make every effort to check customer supplied goods but cannot be held responsible for accuracy in sizing, defects or other irregularities.

-**All shipments** sent by customer must be accompanied by a detailed packing slip and our customer service rep must be informed of the size breakdown being supplied at time order is placed.

-**Customer** will be notified of any discrepancies in quantity totals.

-**All Customer Supplied Goods** must arrive at our warehouse 48 hours prior to scheduled production date or ship date may be adjusted.

SHIPPING

-**All Courier Charges** incurred by Great West Graphics will be added to final invoice.

-**Shipments** will be insured upon request of client, who becomes owner of merchandise upon acceptance by the carrier. Great West Graphics cannot be held responsible for insured or uninsured shipments damaged, delayed or lost in transit but will of course assist in tracing at no charge.

-**For shipping to multiple addresses**, add \$5.00 per address to shipping fees.

PAYMENT TERMS

-**All 1st time orders are COD** which require a 50% deposit at time order is placed and remaining balance upon delivery.

-**Clients** with previously approved credit are net 30 days from each invoice date. Past due invoices are subject to a service charge of 1.5% per month and any orders in production will not be released until account is current.

-We accept payment by **Cash, Visa, MasterCard and Interac.**