



Pressure Sensitive Labels &Photo Quality, DigitallyPrinted Promotional Items



PROMOTIONAL STICKERS • STATIC CLING • BUMPER STICKERS WINDOW DECALS • HIGH & SEMI GLOSS LABELS VINYL LABELS • COLD FOIL • LUGGAGE TAGS • COASTERS NAME BADGES • COFFEE MUGS

SAGE# 66194 UPIC# Promo930 PPAI 232667 ASI 79894

Capabilities

Artwork

All of our film and plates are produced in-house to ensure the highest quality and fastest turnaround. All electronic files should be submitted on Macintosh formatted media and created in Macintosh software such as Adobe Illustrator, Photoshop, or Quark Xpress. For art specs., see Page 9.

Customer Service

Our customer service staff is friendly and helpful. Custom quotes are given within hours (standard quotes within minutes) and any of our staff can track your job. Whether an estimate or actual order, our staff will help you decide on the best stocks and/or top coatings for your individual needs. They can also help with planning a job out so it's run cost efficiently while maintaining your schedule.

Design

We offer a full service art department. Whether it's a one color job or four color process, our staff can help you with any of your design needs, from concept to finished piece. Typesetting and proofing services are also available.

Printing

Orders can be placed from standard pricing in our catalog or any custom design needed. Our in house presses can handle the job. Our press technicians are trained to keep current with evolving technological advances in flexographic printing. We have the capacity to run everything from blank thermal transfer labels to 8 colors with cold foil. We can UV varnish for different applications or film laminate your order. We are continually expanding to offer you more options.

Table of Contents

Static Cling Decals	Page 1
Cold Foil Labels	Page 2
Low Tac Window Decals	Page 3
Economical Bumper Stickers	Page 4
Luxury Bumper Stickers	Page 5
White High Gloss & Semi Gloss Labels	Page 6
White Vinyl Labels	Page 7
Tree Free Stock Labels	Page 8
Name Badges	Page 9
Bag Tags & Coasters	Page 10
Coffee Mugs	Page 11
General Information	Pages 12 & 13



You can use these special shapes for many uses. They are great for use in business and home windows. Static cling decals are reusable and available in white or clear vinyl material. Just let us know when using clear static, whether the static is on the face or on the back. When we are printing on clear vinyl we recommend a flood white forbackground or white back up on graphics only.

Square Inch Size	2500	5000	10,000	15,000
5 or less square inches one color	.16	.11	.08	.06
each additional color	.04	.03	.02	.02
6 to 10 square inches one color	.21	.15	.11	.10
each additional color	.05	.04	.03	.03
11 to 20 square inches one color	.28	.22	.18	.16
each additional color	.07	.06	.05	.04
21 to 35 square inches one color	.37	.30	.26	.25
each additional color	.09	.08	.06	.06
36 to 50 square inches one color	.53	.42	.37	.35
each additional color	.13	.10	.09	.08
51 to 65 square inches one color	.68	.55	.48	.45
each additional color	.16	.14	.12	.12
66 to 85 square inches one color	.89	.72	.62	.59
each additional color	.22	.18	.15	.15
86 to 144 square inches one color	1.50	1.22	1.05	1.00
each additional color	.36	.30	.25	.25
				(B)

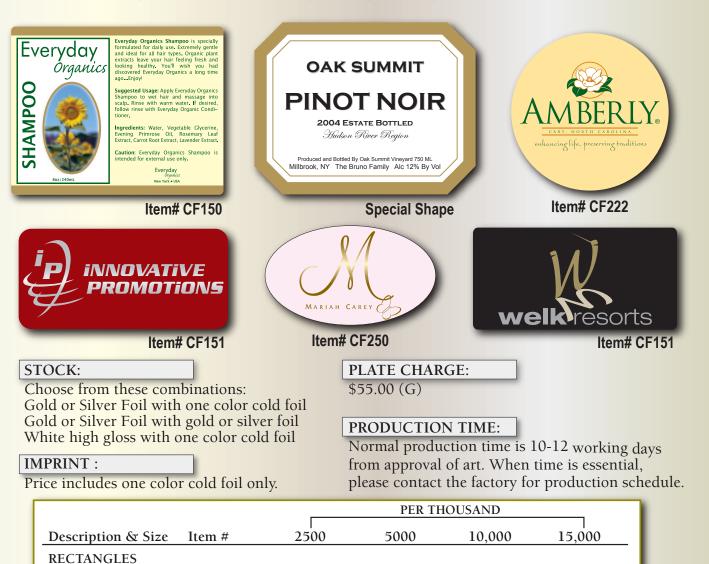
(Remember white is an additional color on transparent material.)

Size: To determine size, multiply height x width (i.e. 5 1/2" x 4" = 22 square inches)

MATERIAL: White or clear static vinyl • IMPRINT METHOD: Flexographic lightfast inks, protective UV Coating PLATE CHARGE: \$45.00(G) per color per side • IMPRINT COLORS: Any standard color or PMS match PMS COLOR MATCH: \$45.00(G) per color • 4 COLOR PROCESS: Requires Matchprint: \$99.00(G) PACKAGING: Bulk packaging unless specified. Shrink wrapping available. Call for quote. PRODUCTION TIME: Normal production time is 10-12 working days from approval of art. When time is essential, please contact the factory for production schedule.

> Large solid colors for background are not recommended as streaking may occur on final products. When a flood white background is being used, our production department reserves the right to determine whether printing on white static or clear static to produce the best results. We reserve the right to review artwork at time of purchase order.

Cold foil labels allow you to add elegance to your label when you need to make a lasting impression. Our method of imprint allows us to use a standard plate rather than an expensive hotstamping die. Choose from the following shapes in stock. If you do not see what you may need, please ask us.



Foil/Ink Combinations Available. Call for Price.

105.31

105.31

113.02

134.11

147.97

170.70

113.02

120.12

175.16

188.47

105.31

113.02

134.11

134.11

63.57

63.57

69.43

85.93

96.84

116.11

69.43

74.95

120.33

132.95

63.57

69.43

85.93

85.93

39.34

39.34

44.25

58.42

67.87

85.43

44.25

49.00

89.55

101.80

39.34

44.25

58.42

58.42

31.28

31.28

35.85 49.29

58.21

75.24

35.85

40.31

79.25

91.42

31.28

35.85

49.29

49.29

2

.75" x 2"

1" x 2"

1" x 3"

2" x 3"

2" x 4"

<u>3"</u> x 4"

2" x 2"

4" x 4"

OVALS .75" x 1.5"

1.5" x 2"

1.75" x 3"

2" x 3"

3.5 x 3.5"

CIRCLES 1.5" x 1.5" CF200

CF173

CF172

CF171

CF151

CF150

CF240

CF233

CF222

CF210

CF280

CF271

CF260

CF250

As an alternative to static cling decals, we offer Low Tac Clear Window Decals. When art is critical, using Low Tac Window Decals allows graphics to print crisp and clean. Decal adheres to surface when needed and when removed, does not leave residue. Please let factory know if decal is for inside or outside of window. White counts as a color whether flooding white or backing graphics only.



		PER THOUSAND				
Item# & Size	Colors	2500	5000	10,000	15,000	
LT-210 4" x 4"	1 color (includes white)	207.31	146.24	111.98	100.56	
	each additional color	50.31	35.49	27.17	24.40	
LT-211 4" x 6"	1 color (includes white)	245.93	183.00	145.46	136.11	
	each additional color	59.68	44.41	35.30	33.03	
LT-213 5" x 7"	1 color (includes white)	298.24	233.16	196.88	184.81	
	each additional color	72.37	56.58	47.78	44.85	
					(B)	

MATERIAL: Special material and coating • IMPRINT METHOD: Flexographic lightfast inks, protective UV Coating PLATE CHARGE: \$45.00(G) per color per side • IMPRINT COLORS: Any standard color or PMS match PMS COLOR MATCH: \$45.00(G) per color • 4 COLOR PROCESS: Requires Matchprint: \$99.00(G) PACKAGING: Bulk packaging unless specified. Shrink wrapping available. Call for quote. PRODUCTION TIME: Normal production time is 12-15 working days from approval of art. When time is essential, please contact the factory for production schedule.

We reserve the right to reject designs and sizes that do not work with our method of production.

These economical bumper stickers can be for any budget. Use them for schools, fund raisers or just about anything.



Item# BS-1100 3" x 9"

One Color Only, No Bleeds. 1/8" white border on all 4 sides

MATERIAL:

Removable white vinyl with back slit.

IMPRINT METHOD:

Flexographic lightfast inks, protective UV Coating.

PLATE CHARGE: \$45.00(G)

IMPRINT:

Price includes one color imprint.

PACKAGING: Shrink wrapped 100 per pack.

IMPRINT COLORS: Any standard color or PMS match.

PMS COLOR MATCH: \$45.00(G)

PRODUCTION TIME:

Normal production time is 10-12 working days from approval of art. When time is essential, please contact the factory for production schedule.

Description	Item #	Size	1000	2500	5,000
Economical Bumper	BS-1100	3" x 9"	.40	.24	.18
Economical Bumper	BS-1101	3.5" x 12"	.51	.32	.26
					(B)



These luxury bumper stickers come in many various sizes. Choose from one of the following sizes. No bleeds available. 1/8" white border on all 4 sides.

Item#	Size	#of Colors	1000	2500	5000	10,000	15,000
LBS-719	3" Circle	1 color	.30	.16	.11	.08	.07
		each additional color	.07	.04	.03	.02	.02
LBS-722	4" Circle	1 color	.34	.19	.14	.11	.10
		each additional color	.08	.05	.03	.03	.02
LBS-718	3" Square	1 color	.30	.16	.11	.08	.07
		each additional color	.07	.04	.03	.02	.02
LBS-723	4" Square	1 color	.34	.19	.14	.11	.10
		each additional color	.08	.05	.03	.03	.02
LBS-717	3" x 10"	1 color	.42	.25	.20	.16	.15
		each additional color	.10	.06	.05	.04	.04
LBS-716	4" x 10"	1 color	.49	.31	.24	.21	.19
		each additional color	.12	.08	.06	.05	.05
LBS-720	3.5 " x 12"	1 color	.52	.33	.26	.22	.20
		each additional color	.13	.08	.06	.05	.05
LBS-721	4" x 12"	1 color	.59	.37	.29	.25	.23
		each additional color	.14	.09	.07	.06	.06
							(B)

MATERIAL: Removable white vinyl with back slit • IMPRINT METHOD: Flexographic lightfast inks, protective UV Coating PLATE CHARGE: \$45.00(G) per color • IMPRINT COLORS: Any standard color or PMS match PMS COLOR MATCH: \$45.00(G) per color • 4 COLOR PROCESS: Requires Matchprint: \$99.00(G) PACKAGING: Shrink Wrapped 100 per pack • PRODUCTION TIME: Normal production time is 10-12 working days from approval of art. When time is essential, please contact the factory for production schedule.

WHITE HIGH-GLOSS & SEMI-GLOSS ON ROLLS



				Price Per	Thousand	
SQUAR	ES:	1M	2.5M	5M	10M	15M
2 X 2	1 Color	228.23	109.40	65.26	39.84	31.36
	Each Add'l Color	55.38	26.55	15.84	9.67	7.61
4 X 4	1 Color	296.60	149.74	96.28	66.16	56.13
	Each Add'l Color	71.97	36.34	23.36	16.05	13.62
5 X 5	1 Color	319.60	168.67	113.89	83.11	72.84
_	Each Add'l Color	77.56	40.93	27.64	20.17	17.68
						(B)

				Price Per	Ihousand	
OVALS:		1M	2.5M	5M	10M	15M
.75 X 1.5	1 Color	210.70	99.53	58.53	34.64	26.69
	Each Add'l Color	51.13	24.15	14.20	8.41	6.48
2 X 3	1 Color	245.84	118.62	71.68	44.83	35.90
	Each Add'l Color	59.66	28.79	17.39	10.88	8.71
3 X 5	1 Color	293.96	147.60	94.30	64.28	54.28
	Each Add'l Color	71.33	35.82	22.88	15.60	13.17
)						(B)

				Price Per	Thousand	
CIRCLES:		1M	2.5M	5M	10M	15M
1.25" Diameter	1 Color	210.70	99.53	58.53	34.64	26.69
	Each Add'l Color	51.13	24.15	14.20	8.41	6.48
2" Diameter	1 Color	228.23	109.40	65.26	39.84	31.36
	Each Add'l Color	55.38	26.55	15.84	9.67	7.61
3" Diameter	1 Color	271.97	132.29	81.23	52.32	42.69
	Each Add'l Color	66.00	32.10	19.71	12.70	10.36
4" Diameter	1 Color	296.60	149.74	96.28	66.16	56.13
	Each Add'l Color	71.97	36.34	23.36	16.05	13.62
						(D)

				Price Per	Thousand	
RECTANGLES:		1M	2.5M	5M	10M	15M
5.5 x 5	1 Color	327.04	174.93	119.70	88.73	78.38
	Each Add'l Color	79.36	42.45	29.05	21.53	19.02
2.5 X 2	1 Color	237.07	114.00	68.48	42.35	33.61
	Each Add'l Color	57.53	27.66	16.62	10.28	8.16
2.5 X 1.5	1 Color	228.23	109.40	65.26	39.84	31.36
	Each Add'l Color	55.38	26.55	15.84	9.67	7.61
2 x 1.5	1 Color	219.30	104.76	62.01	37.30	29.07
	Each Add'l Color	53.22	25.42	15.05	9.05	7.05
						(B



Plate Charge: \$45.00(G) per color • PMS Color Match: \$45.00(G) per color • 4 Color Process: Requires Matchprint: \$99.00(G)

Die Cut Labels on a Rol

WHITE VINYL LABELS ON ROLLS



9.44 (B)

10.77

38.89

12.89

47.36

11.49

2 X 1.5

17.39

107.26

26.03

(B)

19.82

117.82

28.59

Each Add'l Color

Each Add'l Color

1color

4" Diameter

40.04

205.89

49.96

27.11

149.42

36.26

75.58

361.79

87.79

Each Add'l Color

Each Add'l Color

1color

60.25

235.25

57.09

30.31

116.75

28.33

19.24

72.73

17.65

Go Green with Stocks that are TREE-FREE!



Tree-Free stock is a white, uncoated facestock made from a combination of bamboo, bagasse (the biomass remaining after sugarcane stocks are crushed to extract their juices) and cotton linters. After 90 days in composting conditions, the stock will have composted nearly completely.

These labels are printed on tree-free stock using environmentally friendly (water-based, not solvent-based) inks. We are committed to reducing its impact on the environment by reducing waste, offering water-based inks and coatings, and "earth friendly" stock options.

It's easier now more than ever to offer your clients pressure sensitive labels that work for the environment.

		Price Per Thousand					
Tree Free Stock:		2.5M	5M	10M	15M	20M	
2 X 3 Oval	1color	173.12	113.29	79.20	67.85	60.12	
	Each Add'l Color	58.45	41.73	32.27	29.18	27.09	
2.5 x 2.5 Square	1color	182.94	121.21	86.23	74.52	66.63	
	Each Add'l Color	58.45	41.73	32.27	29.18	27.09	
3 x 5 Rectangle	1color	245.96	176.98	138.32	125.47	116.94	
	Each Add'l Color	58.45	41.73	32.27	29.18	27.09	
4.875 x 2.75 Rectangle	1color	240.91	171.73	133.04	120.11	111.60	
	Each Add'l Color	58.45	41.73	32.27	29.18	27.09	
Print Back Liner (black or	Print Back Liner (black only)			13.27	12.02	11.16	

Many shapes and sizes in stock. Please call for information

Open the name badge market to a whole new world of color and excitement. You'll be able to offer your customers greater value in terms of quality and impact. Available in several different materials and sizes.



Please Note:	When	prnting	on gold	or silver.	colors	will vary
I muse i wit.	rritti	printing	on Sola	or succing	,	will our y

Item #	Description			12	50	100	250	500
Plastic N	lame Badges							
NB401	White Plastic 1" x 3" .090			\$3.05	\$2.99	\$2.93	\$2.87	\$2.82
NB402	White Plastic 1.25" x 3".090)		\$3.32	\$3.25	\$3.19	\$3.13	\$3.07
NB403	White Plastic 2" x 3" .090			\$4.35	\$4.26	\$4.18	\$4.10	\$4.02
NB404	White Plastic 1.5" x 3" .090 C	val		\$3.74	\$3.67	\$3.59	\$3.52	\$3.45
Metal Ins	ert in Metal Frame	Frame Size	Insert Size					
NB601S	Silver in Silver Frame	1" x 3"	.9375" x 2.9375"	\$5.12	\$5.02	\$4.92	\$4.83	\$4.74
<u>NB601G</u>	Gold in Gold Frame	1" x 3"	.9375" x 2.9375"	\$5.95	\$5.84	\$5.72	\$5.61	\$5.50
<u>NB602S</u>	Silver in Silver Frame	1.625" x 3"	1.4" x 2.75"	\$6.59	\$6.46	\$6.34	\$6.21	\$6.09
<u>NB602G</u>	Gold in Gold Frame	1.625" x 3"	1.4" x 2.75"	\$7.37	\$7.22	\$7.07	\$6.94	\$6.80
White M	etal Insert in Metal Fra	ame						
NB703S	White Metal in Silver Frame	1" x 3"	.9375" x 2.9375"	\$5.05	\$4.95	\$4.86	\$4.76	\$4.67
NB703G	White Metal in Gold Frame	1" x 3"	.9375" x 2.9375"	\$5.82	\$5.70	\$5.59	\$5.47	\$5.37
NB704S	White Metal in Silver Frame	1.625" x 3"	1.4" x 2.75"	\$6.55	\$6.42	\$6.30	\$6.17	\$6.05
NB704G	White Metal in Gold Frame	1.625" x 3"	1.4" x 2.75"	\$7.35	\$7.20	\$7.06	\$6.92	\$6.79
Magnetic I	Backs: \$1.07 eac	h (G)						(C)

Price includes pin back.

Full color bag and luggage tags make for easier identification for the user. Made from durable plastic to withstand everyday use. Pre-cut to accept standard bag tag straps.

	Saphire	1 C				LANI	U+S+S DSCAPI em # LT1	ING	
Smithtown	Item # I All Plastic Produ		3/32" T	hick			8	B	
	Item # Description	12	50	100	250	500		(
Mitsubishi	LT101 Luggage Tag 2.75" x 4" Rectangle	\$8.24	\$8.07	\$7.91		\$7.60			
Item # LT101	LT102 Luggage Tag 3" x 5.5" Rectangle	\$9.84	\$9.64	\$9.45	\$9.28	\$9.09			
	LT103 Luggage Tag 4" Round	\$9.75	\$9.55	\$9.37	\$9.19	\$9.00			
	2nd Side Imprint: \$2.70 (G)								
	7.25" Plastic Lock Strap \$0.22 (G)								
	6" Plastic Loop Strap \$0.1	9 (G)							
						(C)		Stra	aps
Set-up: \$85.00(G) Elect	conic Proofs: \$10.00(G)	Pre-P	roduc	tion F	Proofs	\$50.0	0(G) per i	item per art	twork.

These nice style hardboard, cork bottom or plastic with wood base beverage coasters offer a unique way to display business logos, favorite photos or special artwork. Photo quality printing with unlimited colors.





Jazz up your java or tote your tea! A digital printed mug is cool to drink out of. Microwavable and dishwasher safe. Available in 11 oz. or 15 oz. Pricing includes one side imprint only. Additional charge for two-sided imprint.

Item #	Description	36	72	144	288		
CM11	Coffee Mug 11 oz	\$11.15	\$10.24	\$7.14	\$7.00		
CM15	Coffee Mug 15 oz	\$12.30	\$11.39	\$10.97	\$10.75		
2nd Side 1	Imprint:	\$3.40 (G	f)				
Boxes (C) White chipboard for single 11oz. or 15oz.							
Item #	Description	3		2 144	288		
B444	Mug Gift Box 4x4x4 11oz	\$	51 \$.5	50 \$.49			
B64545	Mug Gift Box		<u>)ı </u> ,	50 5.49	\$.48		
	6x4.5x4.5 15o	z \$1	56 \$1.	53 \$1.50	\$1.47		
					(C)		

Them # CM11

Set-up: \$85.00(G) Electronic Proofs: \$10.00(G) Pre-Production Proofs: \$50.00(G) per item per artwork.

Our full color products can be utilized in so many positive ways to commemorate special occasions such as sports, school spirit, civic, political and corporate events. Combining full color with the ability to reproduce high quality photographs, these products can be used to bring corporate identity to a new level.

Set-up: \$85.00(G)

Art Files: We accept Quark, Illustrator, and Photoshop files

Electronic Proofs: \$10.00(G)

- **Artwork:** If any art files have to be manipulated in any way, the art charge will be \$60.00(G) per hour.
- **Personalization:** In order to not incur art fees, files must be set up to size with each name typeset within it's own dieline. Our graphic department will be available to typeset each name at a fee of \$0.75(G) each.

Bleeds: If file will have bleed, make sure to extend 1/8" past die line.

Pre-Production Proofs: \$50.00(*G*) per item per artwork.

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Item # CM15

- **Production:** Normal production is 7-10 days from approval of art. If time is essential, contact factory for production schedule.
- **Packaging:** All products shipped bulk in individual bubble wrap bags except for accessories. Gift boxes and special packaging available. Call for quote.



Coffee Mugs

Any item can be personalized to add a special touch.

Keneral Information

STANDARD IMPRINT METHOD: Flexographic.

IMPRINT COLORS: Every PMS color available.

- FADING: We are unable to guarantee you sun resistance on our ink labels with our standard inks. If you have any label that will be exposed to a great deal of sunlight, we will apply a UV coating, however, we do not guarantee longevity.
- MOISTURE: If the label is to be exposed to moisture, then a varnish or a lamination film will be required in order to protect the ink from washing out. This varnish or lamination will protect against moisture but will not give you a greater sun resistance. We suggest that you advise us of the end use and let us quote on jobs of this nature.
- ADHESIVES: Different adhesives have different properties. It is very important that you advise us of any unusual characteristics of the surfaces to which the label will be affixed. Such would include various types of plastics (polypropylene, polyethylene, polystyrene, etc.) vinyls, rough surfaces such as wood, small curved surfaces, irregular shapes, etc.
- PATENTS OR COPYRIGHTS: When orders are manufactured to customer's specifications the purchaser agrees to assume any liability resulting from actions or demands brought against us for patent or copyright infringements.
- RIGHTS TO PROMOTION: We reserve the right to use all products in our advertising displays unless otherwise specified in writing at the time of order.

IMPRINT CHARGES:

- Custom Logo Charge: \$35.00(G)
- Copy Changes: \$20.00(G)
- PMS Color Match: \$45.00(G)
- Change of Imprint Color: \$25.00(G)
- Bleeds and Reverses: \$20.00(G)
- Plate Charges: \$45.00(G)
- Backsheet Printing: as 2 additional colors
- Metallic PMS Colors: \$20.00(G)
- Plate Changes: \$20.00(G)
- Matchprint: \$99.00(G)

MATCH TO ANY SAMPLE: We will only match samples on spot jobs, not process.

FINISHING: Most of our products are finished on rolls. Our factory will determine quantity per roll. If special roll down quantity is required, contact factory for additional pricing.

ART CHARGES: Minimum charge: \$75.00(G) per

hour for touch-ups and corrections on submitted art.

- Fax paper proof \$10.00(G)
- Electronic proof \$10.00G)
- Curved typesetting: \$15.00(G)
- Personalization: typesetting of names \$0.75(G)
- **PRESS PROOFS:** Press proofs are only available on orders of \$2,000 or more. Please contact the factory for a quote. You must be present at the factory for the press proof.

MATCHPRINT: We require a matchprint on 4 color process labels. Price for matchprint: \$99.00(G)

- COPY: Copy must be typed or legibly printed. Promo Joe's Labels, Inc. is not responsible for errors that may result from customer-handwritten copy. Whenever possible, we will set type according to customer's request. Promo Joe's Labels, Inc. reserves the right to choose type styles and set copy for best appearance and legibility, if not specified on purchase order.
- PRODUCTION CHARGES: Less than minimum: \$75.00(G) for orders under minimum catalog quantity. Absolute minimum quantity acceptable is half the minimum listed. No less than half of minimum listed in catalog.
- COMBINED PRICING: Available when the same label shape size and printing press is used to print different stocks, ink color or artwork versions. Please call to see if your order qualifies for combined pricing.
- BLANK LABELS: Any of our standard labels can be purchased. Please call for pricing.
- CANCELLATIONS: Permitted until 5:00 pm EST the day the order is placed at no charge. After 5:00 PM EST the day the order is placed, but before the job is printed, will result in a charge of 35% of total order amount. Jobs cancelled after printing will be invoiced at full price. If any special stock was ordered by our facility and order is cancelled, you will be billed for that stock.
- OVER AND UNDERRUNS: While we strive to ship exact quantity over and under of up to 10% are billable. To have exact quantity shipped, there will be a charge of \$250.00(G) up to \$1,000(G). \$1,001 plus, please call factory.

General Information

- **REPEAT ORDERS:** To assure exact duplication of a
- previous order, ALL pertinent information concerning the product (e.g. item number, item color, imprint color) MUST be specified on the new order. Provide us with our invoice/order number, your previous PO number and date ordered. Production within our standard production time. Call factory if rush or expedited service is needed.

For repeat orders with copy change add \$25.00(G) For repeat orders with a logo change add \$25.00(G) per color. When needed, art charges will apply.

Promo Joe's, Inc. will not be responsible for repeat orders produced incorrectly due to incomplete or inaccurate information on PO.

PRODUCTION: Normal production time on all items (including repeat orders), unless otherwise specified, is approximately. 10-12 working days from approval of art. When time is essential, please check with factory for production schedule. Scheduled factory closings: Summer - first week in July; Winter: between Christmas and New Year.

SHIPPING: all products shipped F.O.B. factory Long Island, NY. When shipping an order, unless given an account number to be used, Promo Joe's, Inc. reserves the right to choose the best or most economical carrier. Failure to provide complete and accurate shipping addresses may cause delays to your shipment. No deliveries to Post Office Boxes. Requested shipping dates should allow for transit from factory to destination. Promo Joe's, Inc. is not responsible for shipment when given to carrier on time. Express Shipping is available in 1,2,3 day service. Please be sure to specify. Current published rates plus handling charges will be added to your invoice. All orders will be insured under owner's expense.

SPLIT/DROP SHIPMENTS: \$15.00(G) per destination.

- C.O.D. SHIPMENTS: \$25.00(G) per carton plus freight charges. Insurance and Handling: Added to all shipments. All orders will be insured under owner's expense.
- SPECIAL PACKAGING: Shrink wrapping and label application can be provided by our factory. Contact Customer Service for details.
- **RETURNS:** Absolutely no merchandise will be accepted without a Return Authorization number. Authorized returns must be made within 7 days from the time the order is received. Merchandise must be returned in original packaging.

GUIDELINES FOR AN ORDER:

- 1. Show ASI or Account Number/"New" Customer
- 2. Quantity/Item #/Item Color/Extra Charges
- 3. Imprint Colors/Size/Type of Material
- 4. Ship Date
- 5. Shipping address/shipping method
- 6. Finishing: (top off/bottom, left off)
- 7. Top coat (UV, LAM, Regular Press)
- 8. Orders originally faxed to factory MUST be clearly noted as such when sending confirmation. Any duplication of an order due to lack of this notation will be customer's responsibility.



All files must be supplied either digitally or electronically. Include a hard copy printout or a pdf for reference.

PREFERRED PROGRAMS:

- Illustrator, Quark, and Photoshop.
- Freehand EPS, Pagemaker, Corel Draw and InDesign files are also acceptable.

FONTS:

- Convert all fonts to paths (outlines). Fonts that are not converted or supplied may cause substitution problems.
- Do not stylize the fonts (bold, italic) in the layout program. Use the actual font.
- Minimum size in positive print is 4 points and 6 points for reverse type.

BLEEDS:

- Bleeds must extend 1/8" outside of the die cut.
- All copy should be no less than 1/16" inside the die cut. This includes inside borders.

PHOTOSHOP FILES:

- Supply Photoshop documents with layers.
- All placed (imported) images should either be embedded or included separately.
- All Photoshop documents should be 300 DPI and converted to CMYK.

Remember-Do not send an original file-make a COPY!

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