

GENERAL TERMS

ALL prices are quoted in U.S. funds, F.O.B. factory. We reserve the right to change price, stock, size and format of items/products without notice. All sizes in this catalog have been rounded to the nearest 1/8 of an inch.

ORDERING INFORMATION

ORDER WRITING: Order information must include; purchase order number, quantity, item number, ad copy, ship date & method, options desired and imprint ink color. Ad copy should be typewritten or printed. We are not responsible for any mis-interpretation or mistake of a handwritten order or copy.

WRITTEN ACKNOWLEDGEMENT: An acknowledgement will be sent, either by fax or email, to verify that the order is proceeding. If you don't receive the acknowledgement within two weeks, please contact our office to insure that your order is not lost in the mail or in a fax transmission error.

CANCELLATIONS: If an order has been printed, it cannot be cancelled. If an order is cancelled after work has been approved. **\$50.00(G)**

CATALOG ILLUSTRATIONS: Logos and other imprints shown in this catalog are for illustrative purpose only. They do not imply endorsement, nor are any items with these specific logos for sale to anyone other than parties expressly authorized by the owner of such designs.

SHIPPING

SHIPPING DATES: Unless an order specifically states not to ship before a certain date, we reserve the right to ship as early as our production permits. Usual production time is two weeks.

PACKAGING: Bulk except where noted.

SHIPPING & HANDLING: Charges will be pre-paid, itemized and added to the invoice at published rates, plus a handling charge of **\$5.00** per box.

C.O.D. SHIPMENT: each C.O.D., add **\$40.00(G)**

DROP SHIPMENT:

- CONTINENTAL US: each Drop, add **\$20.00(G)**
- INT'L, AK & HI: each Drop, add **\$40.00(G)**

MAIL SERVICE: each mail piece (Postage Extra) **\$0.50(G)**

ELECTRONIC ARTWORK

Artworks prepared in the most popular graphic applications are acceptable and can be sent either in a disk or through email. Preferred file formats include Adobe InDesign®, Adobe Illustrator®, Adobe Photoshop®, and EPS, PDF, or Tiff in either MAC or PC format. Send artwork to artwork@unicorngraphics.com.

IMPRINTING

AD COPY & LOGOS: We encourage that the ad copy be generated in a graphic application. No additional charge for straight typesetting applies unless you request exact type match. Any additional artwork charge depends on the amount of work involved. You will be notified in advance for the extra charge.

• Minimum artwork charge starts at **\$50.00(G)**

PANTONE COLOR: If a Pantone number is specified in the order, it will be converted into four color process. NO PMS COLOR.

AD COPY PROOFS:

- PDF email proof..... **\$0.00(G)**
- Fax or Mail proof..... **\$20.00(G)**
- Digital Color proof..... **\$20.00(G)**



BLEEDS AREA : 1/8" ON ALL FOUR SIDES

LIVE AREA 1/8" INSIDE TRIM LINE