

World Cup Supply, Inc.

General Custom Printing Information

World Cup Supply will always produce the best images possible from the art provided. To help you prepare your order we have some guidelines that will allow us to give you a great looking product within the specified time line.

Most production problems (both the finished product and timeliness) are created from artwork that is not supplied in either the proper format or if logo use has not been approved prior to usage.

➤ **Preparing your artwork for production design:**

The applications used in production design are:

- Adobe Illustrator 9.0 or 10 (vector art) – Saved with type outlined or with both printer and screen fonts included. Save as an .eps (Encapsulated PostScript) file, vector based file.
- Adobe PhotoShop 6.0 or 7.0 (scanned 4 color process images) – Save art as an .eps (Encapsulated PostScript) file or Tiff (Tagged Image File Format).
- JPEG files are NOT acceptable. Saving a JPEG in an Illustrator file is also NOT acceptable.
- **Any artwork requiring specific color matches MUST have color codes included with art. Otherwise we can NOT guarantee a color match on your order.**
- Other applications may be used but will require a minimum of (1) hour additional art time at \$65.00 per hour.

➤ **Mock-Ups:**

World Cup Supply, Inc. will supply (2) mock-ups with each order at no charge.

- Any additional customer requested mock-ups will be provided at \$50.00 each.
- Once the first mock-up has been created, if the order should be cancelled there will be a \$60.00 cancellation fee charged payable via credit card.

➤ **Time Line:**

Please count on three weeks for production time. Before the three week clock starts ticking, a mock-up(s) is generated from the vectored art you provide. **Once a mock-up is approved by you we need a 50% deposit before we can queue the order into production.** At that time your shipping address and shipping phone number will need to be verified.

- Some rush orders may be accepted depending on the production schedule.
- 10 business days or less production time will result in a 25% rush fee.
- 5 business days or less will result in a 50% rush fee.

➤ **Accepted Methods of Payment:**

- VISA, MasterCard, Check, Money Order and Certified Check.

➤ **Custom Order Policy:** All custom orders are 50% prepay before the job is queued into production.