

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).
- 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 mock-ups will be provided at \$50.00 each.

➤ **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.
- Two weeks or less production time will result in a 25% rush fee.
- One week or less will result in a 50% rush fee.

➤ **Accepted Methods of Payment:**

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

- **Credit Terms:** All custom orders are 50% prepay before the job is queued into production. New customers will be charged the remaining 50% plus shipping on the final ship date to a credit card. For any subsequent orders, terms can be established after a credit history is reviewed but the **50% deposit will still be required.** All invoices on credit terms are due net 15 days from invoice date. Customer terms will be suspended if invoices fall 60 days past due.