

## **BADGE HANGERS**



Custom designed to meet the unique needs of your company or location these badge hangers are **designed to complement an ID badge**. Badge Hangers can be color coded for each department or job. We can also add important phone numbers or emergency information.

# **\$PILLU!**



# (USTOM DESIGNED JUST FOR YOU







## **GENERAL POLICIES**

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#### ARTWORK:

For the initial set up, we want to receive your logo as some type of vector file, with the outlines and text converted to curves. If you send a native file, please include a PDF so we can verify that it opened correctly. We cannot control color or quality of files sent as .jpeg or .bmp.

#### SETUP (HARGES:

One-time setup charges apply to all new layouts, except as noted in pricing. All Setups include a proof of your layout and a template stored on our server. We will keep your template for two years with no activity. After two years of inactivity, setup charges will apply.

#### (OLOR MATCHING:

PMS color matches are a one-time charge, per color. PMS colors cannot be guaranteed but will be as close as digital printing allows. Please note: we cannot print white, neon, or metallic colors.

#### NAME LISTS:

Personalization must be submitted in the body of an email, as a text document or spreadsheet, but not as a PDF. The list should be submitted with the proper case, punctuation and spacing. Our software controls for font. We will import the personalization directly from the list into your template

list into your template.

#### **PRODUCTION TIME:**

Normal production time is 5 business days after receipt of order or proof approval. Changes made to an order in production may result in delays. Proofs may also lengthen production time. Shipping time should be added to our production time. Rush service available. Call for details

#### **GUARANTEE**:

We guarantee to produce your badges **exactly** as you have submitted them. If they are wrong due to our error, we will replace them free of charge. Replacements are sent via US mail. Any other shipping method will incur additional charges.

# FREE WAREHOUSE RELEASE PROGRAM

Save time and money by warehousing your badges. Buy your badges in bulk and pay the quantity price. We'll store your inventory and release your badges at your request with no minimum call-out. You just pay for shipping and handling. Ask your sales representative for more details.

We will keep your badges until there has been two years of inactivity. After two years, your inventory may be discarded.

#### PROOFS:

Except for new layouts, proofs are not routinely provided. All new layouts are given a proof for approval. After approval, a template is created and stored on our server. All repeat orders will be identical to the approved layout. We are always happy to provide proofs, but after the proof for layout, individual proofs are \$5.00(v) each.

#### **(ANCELLATION CHARGES:**

There is no cancellation charge if the order is cancelled before artwork is started. Orders cannot be cancelled after the order has been produced. Once a proof has been provided, you are responsible for all setup and color matching charges.

#### PATENTS AND COPYRIGHTS:

The customer assumes full responsibility for all claims and/ or litigation from alleged infringement of licenses, patents, or copyrights on any requested design or copy.

#### PRI(ING:

Prices are subject to change without notice.

