

## **General Information**

In order for your transaction to be processed most efficiently please review these guidelines carefully:

- 1. Artwork: Camera-ready artwork or digital files such as .bmp (600 dpi), .eps, .ai, and .cdr are acceptable and can be sent to us by email. Please be sure that any texts using fonts are first converted into "outlines" using your graphic imaging programs.
- 2. Set-up Charges: There is a one time \$30.00 Etching Set-up Charge.
- 3. Engraving Fees: There is a \$15.00 Engraving Fee per each location.
- 4. Production Time: Usually 14 days.
- 5. Shipping: All orders are shipped FOB California. For drop shipments please add \$5.00. All shipments will be insured for the invoice value.
- 6. Payment: COD or net 30 days upon credit approval. 30% cash deposit is required for all orders.
- Product Variances: Factory can not guarantee against shear marks, flow lines, small bubbles, cooling marks, and seams due to the hand finished nature of the products. Such occurences are not considered defects.
- Claims and Returns: All claims must be made within 15 days upon receipt of the merchandise.All returns must be approved by the factory with a return authorization number.
- Copyrights and Trademarks: It is the buyer's responsibility and liability to properly use trademarks and copyrights under laws that govern it. Factory reserves the rights to photograph or show clients work as samples unless otherwise advised.
  \*(All prices are subject to change without notice.)

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