



PRODIGI EMBROIDERY & SCREEN PRINTING
SCREEN PRINT TERMS and CONDITIONS

PAYMENT

All first time orders must be prepaid using a company check, Master Card, Visa, or American Express. Credit terms may be extended to qualified applicants. Terms are net 15 days to rated accounts.

SCREEN PRINTING COSTS & REQUIREMENTS

New Screens: \$25.00(v) per color

Repeat Screens: \$12.00(v) per color

Art Changes: \$62.50(v) per hour

Art Requirements: Photoshop or Illustrator

Print on Shirt Pocket: Add \$0.35(v)

Print on Long Sleeve: Add \$0.35(v)

Print on Pant Legs: Add \$0.35(v)

Print on Vinyl: Add \$0.35(v)

4 Color Process Special Requirements

Screen Charges: \$245.00(v) total for all required screens

Art Charges for Color Separations: \$185.00(v) to \$375.00(v) (Average is \$250.00(v))

Production Time: 7 days for art and virtual proof and 5 days for job production

CHANGES

Changes, cancellations, or logo-edits are factors that will almost always alter the delivery date. Adding garments to an existing order will add to the delivery time of the original order by a minimum of 2 days after the arrival of the new goods. We must have time to properly receive and check in your order changes.

RUSH ORDERS

Rush orders must be approved before we can accept your PO. A rush charge will apply as we will generally be required to run overtime to complete a rush job. WE must be authorized to use expedited shipping methods. Rush jobs will also depend on factors over which we have no control, for example, we will still need at least 24 hours to ascertain goods have arrived and are correctly matched to your PO. Additional factors include quantity of garments, 1 or more decoration locations, design complexity, etc.

SPOILAGE

PRODIGI Embroidery & Screen Printing is a contract screen printing company, meaning we do not supply the garments to be decorated. Although we strive for accuracy, we cannot be expected to produce a perfect rate of return. As an industry standard across the contract decorating spectrum, the accepted rate of spoilage is 2% for flat goods and 4% for caps. This means that PRODIGI is not responsible for reimbursing your company



for rejects that fall within these nationally accepted parameters of spoilage. If we exceed these parameters, we will either credit you for the damages at the wholesale price of the goods or supply replacements of the quantity beyond the accepted spoilage factor. We will decorate all damaged goods that are replaced at no further cost. Please examine your shipment immediately, claims for incorrect or damaged products cannot be accepted after 15 days from delivery date.

SHIPPING

PRODIGI Embroidery & Screen Printing ships primarily using UPS and FED-EX. We will gladly use your shipping number for outbound orders, however we cannot use the shipping number of your customer or other third party account number where we have no direct access in the event of a dispute. All outbound shipments are assessed a handling charge of \$3.75(v) per box. We also will use local delivery services for local shipments. UPS and FED-EX have sophisticated tracking systems that can follow your package from departure to destination, while local couriers are not that technologically adept so getting "tracking" can sometimes take one to three days. SPLIT SHIPMENTS: Shipments going to multiple addresses will be charged at \$10.00(v) for each address. INTERNATIONAL SHIPMENTS: Due to the time that elapses from when an international shipment arrived at its destination and the time final international fees are billed (as much as 4 months), we are unable to process international shipments. FREIGHT SHIPMENTS: Can be picked up on-site, but must be ordered and organized by your customer. We do not set up freight shipments.