

# BRISTOL LETTERING LLC

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Be as accurate as possible when drawing design and indicating location. For more accuracy indicate colors w/ arrows.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

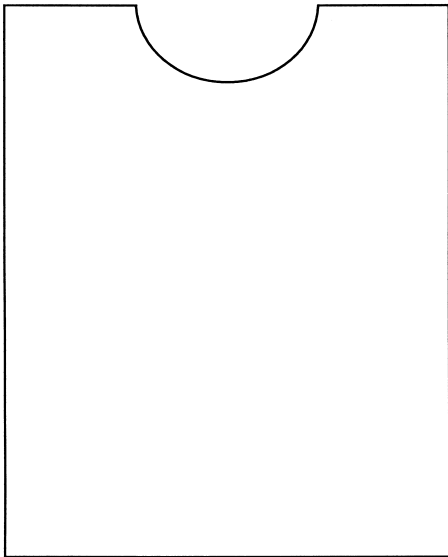
Address: \_\_\_\_\_

Phone: \_\_\_\_\_

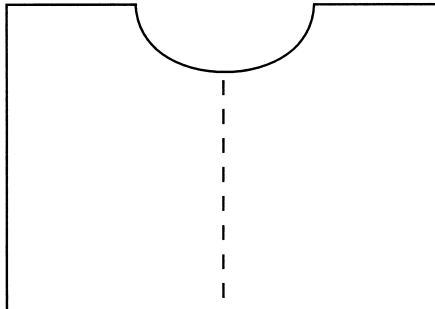
PRINTED     EMBROIDERY    INK / THREAD COLOR \_\_\_\_\_

Left front     Right front     Full Front     Full Back    QUANTITY \_\_\_\_\_

Full Front:



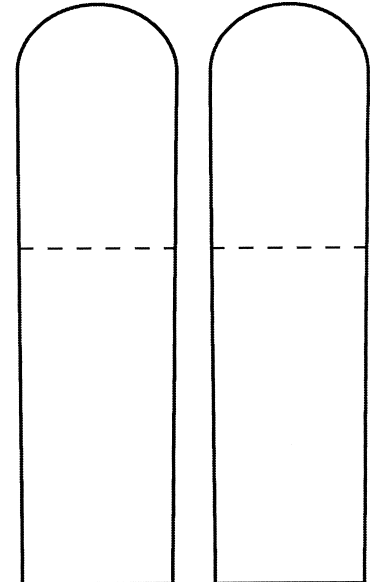
Right Chest:



Left Chest:

Sleeve RIGHT

Sleeve LEFT



**Before your job is put into production:**

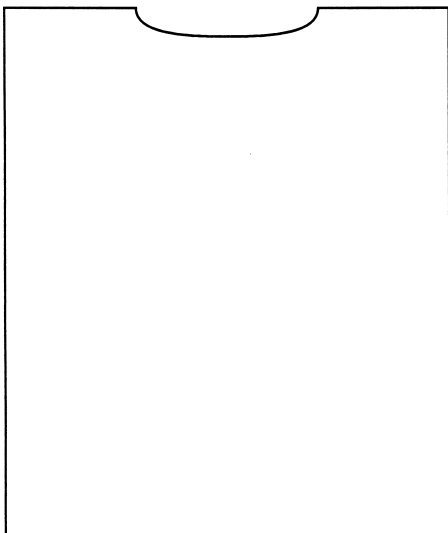
**1. Call our office to confirm order details.**

Contact our office to confirm garment style, color, quantity and sizes.

**2. We need a 50% deposit. Call our office with payment information.**

**3. Custom artwork needs to be approved and signed.**

Full Back:



\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

CUSTOMER SIGNATURE:

Date:

## Terms and Conditions

### Production Time:

The production time on orders is 8-10 working days. We will notify you as to scheduling changes. All pieces of the order; artwork, and goods being printed must be in house 7 days before it's shipping date.

-When proofs are needed, production time will begin after proof has been signed off on.

### Rush Orders:

These orders must be pre approved.

For a rush charge, we will produce an order in less than normal production time. Charges vary depending on current work load, items involved, difficulty of artwork and production.

**Terms:** An initial deposit of 50% must be paid, and the balance paid in full on receipt. All orders must be paid COD. Other terms may be available for approved clients.

**Charge Cards:** We accept Master Card and Visa payments.

**Artwork:** Artwork will be billed at \$60.00 per hour with a minimum charge of \$30.00. All screens and film are the property of Bristol Lettering. Art approvals for new art and changes are via email or fax.

### Artwork Included in Printing Costs

1. The kind of artwork included in printing costs consist of
  - a. Lettering based on available fonts on our system and clipart in stock.
  - b. Camera ready artwork / digital files ready for print, provided by the customer.  
(See camera ready artwork & digital files explained below.)
2. Any changes after the initial proof is provided to client, will incur an art charged based on the hourly rate of \$50.00 per hour, with a minimum charge for 1/2 hours time.

### Camera Ready Artwork

Refers to black and white reproduction grade copy of type, logo and imprint, ready for reproduction without the need for additional touch-up. Faxes, photocopies, business cards, letterheads etc., do not constitute camera ready artwork. These items can be used as references for creating artwork. Art charges are at a rate \$60.00 per hour.

**Custom Artwork:** Artwork proofs created for our customers must be SIGNED and faxed to us with approval before we proceed with production.

### Digital Files

Digital files should include a hard copy or jpg for reference.

- Adobe Illustrator: CS3 and earlier.
- Adobe Photoshop: CS3 and earlier. 150 to 300 dpi. at actual print size. TIF, EPS and PDF files are acceptable.
- CorelDraw 12 or earlier.
- PDF files. All fonts must be converted to outlines. All placed images and imported images must be embedded.
- GIF, BMP and JPG files are not acceptable formats for proper print quality.