

# **PROMOTIONAL PRODUCTS BUYING GUIDE**

## **SAMPLES**

See a product you like? We encourage you to ask for a sample. In most cases, we will provide a product sample at no charge. Please refer any sample requests to your sales representative.

## **ART SETUP**

Before your logo is printed onto promotional products, a graphic artist must create your artwork in “vector” format. This service generally costs \$20 to \$50, depending on the complexity of the design. The artwork setup fee is a flat rate, regardless of the quantity of items ordered.

You can avoid paying art setup fees by providing “vector” artwork in Adobe Illustrator format via disk or email.

## **ARTWORK OWNERSHIP**

While you maintain the right to restrict the use of your logo/design, Designs Plus Inc. retains ownership of all computer graphics files created by our artists. We do not release these files to customers under any circumstances.

## **ORDER TURNAROUND**

The typical turnaround time for a promotional product order is approximately 3 weeks from artwork approval. Always be sure to inform your sales representative if there are important dates related to your order.

## **SHIPPING**

Promotional product orders can be packaged and shipped in many ways. Please let your sales representative know if you have any special needs. Additional charges may apply.