

PECO PRODUCTS

Phone 1-866-477-0600

Fax (270) 767-1775

Graphics@pecoproducts.com

Graphic and Display Specifications

To ensure the customer understands the details and limitations of our products, we ask that you read the following information, initial each section, and sign the agreement. Production on your display will not begin until this agreement is returned. You may fax the signed agreement to (270) 767-1775.

Artwork that does not meet the specifications will be returned to the customer as unsuitable for printing. Necessary changes to artwork may be performed by our graphics department at the charge of \$65/hour. Most display packages do not include graphic design services. Any design service requests will be billed at \$65/hour. Not following the specifications may result in delay in receiving your display. Rush order and graphic design charges incurred will be charged accordingly.

Graphics: Initial _____

File size: do not exceed 500MB.

Accepted formats: Adobe Photoshop or Illustrator preferred; other accepted formats are JPEG, PDF, TIFF, EPS, AI, and CS2; do not use Quark Express.

Please provide company name and contact name with graphics submitted.

The images for banner stands and headers should have a minimum resolution of 100 DPI at final output.

Create full mural artwork, full size at 120 DPI. Scale not recommended except for Illustrator.

Some adjustments for the final size may be necessary.

For full murals, to avoid important information from wrapping around to the back of the display, we suggest you position images and text 12"- 16" from the outside edges for Pop-Up style displays.

Color/Proofing: Initial _____

We send out a ¼ hard copy proof via Next Day Air shipment plus the \$35.00 for the proof copy print unless waived by the customer.

Charges for proof(s) and shipping will be automatically applied to the customer credit card on file. The customer may waive the hard copy and have an electronic proof sent instead. We do not guarantee colors will meet the customer's expectations on an electronic proof because not all monitors are calibrated alike. Any reprint requests due to color variations based upon electronic proofs will be charged at full price. An electronic proof provides us a guide as to ensure all the elements are present but will not provide color matching. Customers may send us printed materials such as business cards or marketing materials to match colors. We will match colors as closely as possible but we do not guarantee a 100% match due to the variance in printers.

After receiving the hard copy or e-proof, the customer must approve the proof in writing by e-mail or fax.

The Displays: Initial _____

The displays will not stand on unlevelled ground and are not recommended for outdoor use.

Dirt and stains cannot be cleaned from image surfaces that are not laminated. (Lamination and mounting are available for an additional fee if not included in the display package price.) Water or other cleaners will damage the surface. While the prints are water resistant, they are not water proof. Water could damage the print or leave spots. Proper storage will minimize the effects of fading; do not store in damp environments or expose to direct sunlight or UV lighting for long periods of time.

File Submission: Initial _____

We accept CD-ROM or DVD submitted by regular mail. All graphic files must be sent to our Graphics Department drop box at www.pecoproducts.com/graphics.html Please include the company name and invoice number in the file name. It is your responsibility to call the graphics department at 1-866-477-0600 to confirm receipt of your graphic file.

Rush Order Fees: Initial _____

We require 7 business days (in addition to shipping time) to print your artwork from the time of the approval of your proof. For orders allowing less than 7 business days for printing, a rush order fee of \$200 will be assessed for standard 10' displays. The rush order fee for banner stands and small prints is \$50 each. (20 foot displays require a 14 day lead time or a \$500.00 rush order fee.)

Graphics Handling: Initial _____

All pop-up graphics must be rolled with image side out, and must be wrapped in plastic when transporting. PeCO is not responsible miss-handled graphic panels.

Return Policy: Initial _____

Due to the custom nature of printed graphics, no returns are allowed on graphics. If you are not satisfied with other components of the display, you may return those items for a refund (25% restocking fee will apply). You must notify us of your intent to return any display components within 3 days of receipt to obtain a return authorization. Upon receiving the RA, sign the authorization and include it with the return. Items must be placed into shipping within 24 hours of receiving the RA. Items returned without an RA will be refused. Shipping costs for returns are the responsibility of the customer. Items damaged in shipping must be reported to customer service within 24 hours of receipt.

Terms of Contract: Initial _____

Should it become necessary for PeCO Products LLC to employ an attorney to enforce any of the conditions or covenants in this agreement, the customer agrees to pay all expenses so incurred including, but not limited to, attorney fees.

Shipping Policy: Initial _____

PeCO Products will handle all shipping arrangements and do not ship products by way of the customer's shipping account numbers.

Order Cancellation Penalty: Initial _____

Any order that is cancelled by the customer for any reason whatsoever, after the order has been processed will be charged a 10% cancellation fee.

PLEASE SIGN BELOW AND INITIAL EACH SECTION

I have read, understand, and agree to the product specifications and policies outlined above.

I _____ hereby agree to the above terms and conditions.

I _____ hereby waive receiving the hard copy proof and request an electronic proof instead.

I need the display in-hand by: _____
Date

Customer Signature

Date

Billing/Contact Information

**Shipping Information
(if different from billing)**

Company Name: _____

Name: _____

Address: _____

Address: _____

City, State, Zip: _____

City, State, Zip: _____

Phone: _____

To avoid additional rush order fees, all order forms and graphic approval must be submitted no later than 7 business days prior to shipment date.