

Design^{your}LOOK™

PRODUCTION TIME

Standard completion time for all stock orders—6 working days. Custom orders require 4 to 6 weeks from receipt of digital art or proof approval, if proof is requested.

PROOFS

Artwork prices on request. No charge for first proof. Multiple proofs of customer changes are \$18.00 (G) each. Allow 1 working day for cover proofs.

SAMPLES

Random samples are free of charge, plus freight. All samples are shipped via best way ground unless otherwise requested. Expedited freight will be billed at customer's expense.

JOURNALS

PRODUCTION TIME

Standard completion time for all stock orders with cover stamping—6 working days. Custom orders require 4 to 6 weeks from receipt of digital art or proof approval, if proof is requested.

PROOFS

Artwork prices on request. No charge for first proof. Multiple proofs of customer changes are \$18.00 (G) each. Allow 1 working day for cover proofs.

SAMPLES

Random samples are free of charge, plus freight. Blank samples are end quantity pricing, plus freight. All samples are shipped via best way ground unless otherwise requested. Expedited freight will be billed at customer's expense.



CHANGE OF COPY _____ \$75.00 (G)

LESS THAN MINIMUM

Not available.

PACKAGING

Shrink-wrapped in bundles of 10.

PRODUCTION TIME

12 working days after proof approval.

PROOFS

Artwork prices on request. No charge for first proof. Multiple proofs of customer changes are \$18.00 (G) each. Allow 1 working day for proofs.

SHIPPING & MAILING

FOB: Lewiston, Maine

All orders will ship freight prepaid via the most economical method based on the number of cartons, weight, destination, and other information available at the time of shipment. Specify the in-hands date if there is a special event.

Drop Shipment Charge _____ \$10.50 (G)
per drop shipment

Foreign Shipments: Shipments outside the continental United States will be charged \$36.00 (X) for paperwork processing. Declared values will be catalog pricing unless otherwise requested.

Note: Customize your Almanac with additional information pages. Call for pricing and specifications.

SAMPLES

Random 2012 samples are free of charge, plus freight. Blank 2012 samples are end quantity pricing, plus freight. All samples are shipped via best way ground unless otherwise requested. Expedited freight will be billed at customer's expense.

Sullivan™

DAILY DATE CALENDARS

Printing: Daily Dates pricing include 4-color printing on white paper, unless foil stamped. See the specific calendar for charges.

Standard Ink Colors:



All colors are approximate and for visual representation only. PMS color match custom request.

PRODUCTION TIME

11 working days after final approved copy or proof approval.

PROOFS

No charge for first proof. Multiple proofs of customer changes are \$18.00 (G) each. Allow up to 4 days. Less than minimum not available—except for calendar pad refills with minimum billing of \$75.00.

SAMPLES

Random 2012 samples are free of charge, plus freight. All samples are shipped via best way ground unless otherwise requested. Expedited freight will be billed at customer's expense.

TWO-YEAR CONTRACTS

Substantial savings can be realized by using two-year contracts on Daily Date Calendars. Order any catalog quantity Daily Date to be shipped each year for two years and each year's shipment will be billed at the total quantity price for this year. Also, printing is done the first year, so there is a substantial charge for any changes in design or colors.



STRAIGHT*Away*™

ORDERING

Straight Away™ orders must be emailed or faxed to:

Orders are subject to credit approval prior to acceptance.

Complete order, including artwork must be received by 5PM Eastern Time

Must include a primary after-hours contact phone number and email address.

If artwork is submitted separately from order, email must contain:

PRODUCTION

Art adjustments, typesetting, personalizations, and non-standard decorating request are not available.

Orders with unusable art are considered incomplete.

Proofs are not available.

SHIPPING

Please specify shipping method on the order. If shipping method is not specified, SunGraphix will select the most economical method.

Orders requiring special handling do not qualify for Straight Away™.

PROCESSING ARTWORK

Artwork files will not be retained on file and will need to be submitted with each order.

4-color custom artwork must be supplied within art requirements.

One standard imprint location only when using images from SunGraphix Design Library. (Library available at www.sungraphix.com/designyourlook)



PRODUCTION TIME

Standard completion time for all stock orders with cover stamping—6 working days.

PROOFS

Artwork prices on request. No charge for first proof. Multiple proofs of customer changes are \$18.00 (G) each. Allow 1 working day for cover proofs.

SAMPLES

Random 2012 samples are free of charge, plus freight. Blank 2012 samples are end quantity pricing, plus freight. All samples are shipped via best way ground unless otherwise requested. Expedited freight will be billed at customer's expense.



ADVERTISING PAGES/ENDLEAVES

Prices for incomplete diaries held in component form are:

New Copy _____ \$245.00 (G) per page

Endleaf Printing Repeat Copy _____ \$145.00 (G) per page

Artwork extra. Customized endleaves and special customer information pages—up to 32 pages can be added to any book. Prices upon request.

Corporate Endleaves: No charge on orders for \$2,500.00 or more net billing—\$230.00 (G) additional if less.


PROOFS


Artwork prices on request. No charge for first proof. Multiple proofs of customer changes are \$18.00 (G) each. Allow up to 4 working days for cover proofs. Allow 1 working day for special section proofs and actual stamped cover proofs.


PRODUCTION TIME


Standard completion time for all stock orders with cover stamping—6 working days. Custom orders require 4 to 6 weeks from receipt of digital art or proof approval, if proof is requested.

OPTIONS

 **Ribbon Markers** _____ \$0.48 (G) per book
(included in Portable & Desk Planners)

 **Clear Acetate Pockets** _____ \$0.77 (G) per pocket

 **Gold Edges:** Included on bonded leather products. Request prices on Skivertex® and Savanna. Gold edges standard on all Desk Planners.

 **Inserting:** Insertion of customer supplied cards _____ \$24.00 (G) per 100
Inserting in mailer _____ \$0.36 (G)

ITEM	Packaging Price (Bulk)		Mailing Weight	
	GIFT BOXES	MAILERS	A	B
9CP Compact Planner	1.17 (G)	0.75 (G)	3 oz.	4 oz.
9PP Professional Planner	1.17 (G)	0.75 (G)	4 oz.	5 oz.
9CT Continental	1.00 (G)	0.55 (G)	4 oz.	5 oz.
9PD Portable Desk Planner	1.55 (G)	0.80 (G)	15 oz.	17 oz.
9R7 Soleil Ruled Journal	1.55 (G)	0.80 (G)	15 oz.	17 oz.
9DD Daily Desk Planner	1.55 (G)	0.80 (G)	15 oz.	17 oz.
9DP Desk Planner	1.60 (G)	0.85 (G)	23 oz.	26 oz.

A: Includes Planning Diary & Mailer B: Includes Planning Diary, Mailer, & Gift Box

SAMPLES

Random 2012 samples are free of charge, plus freight. Blank 2012 samples are end quantity pricing, plus freight. All samples are shipped via best way ground unless otherwise requested. Expedited freight will be billed at customer's expense.

STANDARD PACKAGING

Bulk.



ORDERING

Email or fax orders to:

✓ orders@sungraphix.com

✓ FAX: 207-755-2424

See page 73 for Straight Away orders.

The following information **MUST** be included when submitting order:

✓ Purchase Order Number

✓ Quantity

✓ Item Number

✓ Cover Selection

✓ Art or Ad Copy

✓ Requested Ship Date

✓ Ship to Address

✓ Imprint Method

✓ Imprint Color

✓ Imprint Location

All orders must be submitted by mail, fax, or email. No phone orders will be accepted.

ACKNOWLEDGEMENTS

Confirmation of receipt of your order will be sent within 72 hours. We are not responsible for orders not received.

CANCELLATION CHARGES

All order cancellation requests must be made in writing. Orders will be subject to all costs incurred to date and a cancellation charge of \$50.00 (X).

CHANGE OF COPY – LOGO CHARGE

Add \$80.00 (G) charge per change. Stamping dies extra.

CHANGES TO ORDER

All changes to order must be made in writing. Note: Changes may delay shipment and may incur charges.

CHANGE OF PRINT COLOR CHARGE

Hot Stamp items add \$25.00 (G) per change.

COMPLAINTS

Complaints must be made within 15 days after receipt of shipment.

CONFIRMING OF ORDERS

All correspondence to factory confirming orders must be clearly marked as "Confirmation." Factory will not be responsible for duplication of orders.

COPYRIGHT/TRADEMARK LAWS

SunGraphix assumes that all artwork submitted for imprint reproduction to produce an order is in full compliance with the laws governing copyright, trademark, etc. By placing an order the purchasers agree not to hold SunGraphix liable for any damages, cost and/or expenses arising under these laws as a result of SunGraphix use of said artwork.

DISCLAIMER POLICY

As a result of variances of materials and other circumstances beyond our control, SunGraphix cannot guarantee continuity of shade, color, size, texture, or construction of finished goods from lot to lot. As a result of manufacturing tolerances, all dimensions have acceptable variations of one-half inch (1/2"). SunGraphix is not liable for delays due to acts of God, material shortages, shipping or customs interventions.

EARLY PRICING

Available on dated products only on orders placed before May 2, 2012. Early pricing applies only if order, artwork, and shipping instructions are received.

IMPRINTING

Hot stamping is our standard method for imprinting.

Line Copy: Four lines of uniform copy. Fonts for imprinting should be sans serif for best quality and at least 12 point.

Imprint Position: If nonstandard position for stamping is desired, please specify exact position. Otherwise the standard position as stated in product description will be used.

Die Charge (one-time) \$55.00 (G)

Additional Stamping Charge: \$42.00 (G) per additional color or position plus \$0.20 (G) foil and running charge per book.

Non-Stock Imprint Colors: Add \$65.00 (G) plus \$0.20 (G) per book foil run charge.

PMS Exact Color Match: \$75.00 (G)

Note: Exact PMS match may not be possible on dark colored materials.

INVOICES

Invoices are sent after the order is produced regardless of when the order ships.

LESS THAN MINIMUM

Unless otherwise specified, add \$40.00 (G) for all products. Absolute minimum on any style is 1/2 of the lowest quantity in catalog unless otherwise specified.

(Not available on Sullivan or **Farmers' Almanac®**)

OVERRUNS & UNDERRUNS

While we strive to ship the quantity ordered, ALL orders are subject to 5% overrun or underrun, orders will be billed accordingly.

Note: Exact quantities not available.

PACKAGING

Standard: Bulk.

Gift boxes and Mailers are available. See page 73.

PAPER OR ELECTRONIC PROOFS

All proof requests must be noted on purchase order. No charge for first proof. Multiple proofs of customer changes are \$18.00 (G) each. Unless noted otherwise on purchase order electronic proofs will be emailed. Paper proofs will be faxed upon request. Order will be placed on hold until written approval of proof has been received at factory. There will be no credit on any art errors after factory has received final approval.

PERSONALIZATION \$32.00 (G)

Individual names or initials on one line to a maximum of 24 characters: \$1.55 (G) per names. Customer must supply typewritten list. Standard type style for personalization is Trade Gothic. All uppercase is used unless otherwise specified.

Standard Point Sizes Used:

12 point for small/pocket sizes.

Example:

John Brown
JOHN BROWN

14 point for medium/large sizes.

Example:

John Brown
JOHN BROWN

PRODUCT PROOF—SPEC SAMPLE

Hot stamped item \$46.00 (G). Dies are additional. Any revisions on proofs will be charged a new proof charge, which will include any additional die or art charges. Call factory for 4-color process items.

REORDERS

Exact reorders must have previous purchase order number and hard copy of artwork in order to produce exact duplication. If there are any changes to art or copy the order will be considered to be a NEW order and not a reorder, and all charges will apply. Artwork is kept on file for 2 years.

RETURN OF GOODS

Any return product must have an authorization number which must be obtained in writing prior to returning merchandise for any reason, otherwise our Receiving Department will reject and return shipments. Blank items ordered must be inspected and verified by receiver prior to decorating product; if a blank item is decorated no return items will be accepted. For 3rd parties, it is entirely the decorator's responsibility to inspect and verify correct receipt of product. All blank returns will be charged a restocking fee of 20% or \$20.00, whichever is greater.

RUSH ORDERS

Not available.

SHIPPING

FOB: Lewiston, Maine

Will ship by best available method and carrier, unless otherwise specified.

Freight charges are prepaid and will be added to invoice.

We are not responsible for carrier delays. Once the shipment is delivered to the carrier the factory is no longer responsible for transit delays or damages. Any such claims must be filed directly with the carrier.

Drop Shipments \$10.50 (G) each

Foreign Shipments \$36.00 (X) each

Mailout Services:

Address Labels \$28.00 (G) per 100

Attach Labels \$17.00 (G) per 100

Attach Stamps \$17.00 (G) per 100

Minimum Mailing Service Charge \$75.00 (G)

Handling Charges: Handling charges will be added to all freight charges prepaid by factory.

Foreign Shipments, Export Papers & Special Packaging: Shipments outside the continental United States will be charged \$35.00 (X) for paperwork processing. Declared values will be catalog pricing unless otherwise requested. An additional charge will be levied for special packaging. Please identify your custom broker.

C.O.D. Shipments: Not available. Orders may be charged to a major credit card.

Third Party Freight Billing: Add \$10.00 (X) per order, per ship-to location. Insurance must be handled by consignee, if any selected 3rd party charges are charged back to SunGraphix, these charges and any associated fees will be billed separately to your account.

TERMS

Net: 12/1/2012 DATED

10 Days NON-DATED

SALES TAX EXEMPTION/ RESALE CERTIFICATES

SunGraphix is registered to collect sales tax in Maine and Pennsylvania. State law requires us to invoice our customers for sales tax if we do not hold a valid, properly completed and signed sales tax exemption/resale certificate for the state the product is shipping to. Just supplying us with a sales tax number does not exempt the customer from paying sales tax. A valid certificate must be received with the order in order for tax not to be charged. The decision relating to the validity of the tax certificate rests solely with the corporate finance department.

SAMPLES

Random Samples: Random 2012 samples are free, plus freight. All samples are shipped via best way ground unless otherwise requested. Expedited freight will be billed at customer's expense.

Spec Samples: Hot stamped item \$46 (G). Dies are additional. Any revisions on proofs will be charged new proof charges, which will include any additional die or art charges. Call factory for 4-color process items.

Promotions: All promotions can be found on www.SunGraphix.com

Virtuals: Create your own free virtual sample on SunGraphix.com through Technologo. Request a virtual spec from your SunGraphix customer sales representative, who can help you identify the best product for your application.

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