

# 2008 Custom Fold 'n Hold Order Form



**To Order**

Elaine & Wallace, a division of Inventor's Workshop, LLC  
 Tel: 866-799-3653  
 Fax: 603-218-6009  
 custom@ElaineandWallace.com  
 www.ElaineandWallace.com

**Screenprinting Provider**

Chillybears  
 6 Brook Road  
 Needham, MA 02494  
 Tel: 800-628-9065

**BILL TO:**

Company Name: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_  
 Address 1: \_\_\_\_\_  
 Address 2: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Telephone (and ext.): \_\_\_\_\_  
 Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**SHIP TO:**

Company Name: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_  
 Address 1: \_\_\_\_\_  
 Address 2: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Telephone (and ext.): \_\_\_\_\_  
 Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**Example of how to fill out information below:**

- Positioning: \* Place on side without handles or Fold 'n Hold tag.
- Colors: Yellow and light gray/silver (indicate PMS colors if you have them). We will use the closest available color. Please add \$5 for each PMS color matched exactly.
- Logo size & description: All type: Sheer Genius. Word Genius is yellow and twice as large as Sheer. Sheer is in light gray or silver. Lettering will fill 8" x 8" space.

ACCT#: \_\_\_\_\_  
 New Job  Reorder \_\_\_\_\_  
(Enter old Invoice #)  
 Order Date: \_\_\_\_\_  
 Ship Date: \_\_\_\_\_  
 Cancel Date: \_\_\_\_\_

**SIDE ONE**

- Positioning:\*
- Colors:
- Logo size & description:

**SIDE TWO**

- Positioning:\*
- Colors:
- Logo size & description:

Attach an illustration to show logo. Attach extra paper with similar descriptions if you also want artwork on other sides.

\*Specify side and position where you want logo placed. NOTE: Unless otherwise specified, logo will be centered on side.

**Art approval:**  Signature  Email  Fax | **Sample approval:**  Digital  Physical | **Backorders accepted:**  Yes  No  
Surcharges may apply if sample approval takes longer than 24 hours.

Sales Rep	Ship Via	Terms	F.O.B.	P.O. #
		50% Down & 50% To Ship	Canton, MA	

Qty.	Item #	Description	Unit Price	Extension

<b>TOTAL QTY.</b>	<b>MERCHANDISE SUBTOTAL</b>	
EW SO# _____ EW Inv# _____	SCREEN CHARGE	
CB SO# _____ CB Inv# _____	SETUP CHARGE	
<small>For Elaine &amp; Wallace Use Only</small>	OTHER CHARGES	
	SHIPPING CHARGES	
	<b>TOTAL</b>	

Please charge my order to the following credit card:

Card Number: \_\_\_\_\_ Exp. Date: \_\_\_\_\_  
 Type of Card:  Visa  MC  AMEX  Discover Issuing Bank Name: \_\_\_\_\_  
 Name on Card: \_\_\_\_\_ Signature: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

For your protection and ours, the address information provided must match the billing address on file with your credit card provider.

# 2008 Custom Fold 'n Hold

## To Order Custom Fold 'n Holds

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## POLICIES & PROCEDURES

## Screenprinting Provider

Chillybears  
6 Brook Road  
Needham, MA 02494  
Tel: 800-628-9065

## Policies

### About Our Screenprinter

Our custom screenprinting is handled and shipped by Chillybears in Needham, MA.

### Available Fabrics & Sizes

We offer custom printing on any size canvas cube from 4" to 14"

### Print Area

- On 4", 5", or 6" cubes: maximum is 3.5" x 3.5"
- On 10" cubes: maximum is 6" x 6"
- On 12" cubes: maximum is 8" x 8"
- On 14" cubes: maximum is 9" x 9"

### Pricing

Prices below are for a single image size on one side. Multiply costs by number of sides and/or sizes if you want more than one image.

*NOTE: Light colors printed on dark bags require a base white (a.k.a. bump white), so a one-color job would require two colors.*

#### NUMBER OF COLORS

Quantity	1	2	3	4
72	\$1.65	\$2.00	\$2.40	\$2.80
144	\$1.00	\$1.30	\$1.65	\$1.95
288	\$.75	\$1.00	\$1.25	\$1.50
504	\$.57	\$.72	\$.86	\$1.00
1200	\$.50	\$.57	\$.65	\$.73
2400	\$.40	\$.44	\$.48	\$.52

#### Screen Charge (one time only)

\$35	\$70	\$105	\$140
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#### Setup Charge (each order)

\$35	\$35	\$35	\$35
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### Turnaround Time

Orders are generally shipped in 2-3 weeks. For rush orders, call 866-799-3653 for a quote.

### Shipping Charges

You will be billed for all shipping charges, which includes charges from our warehouse (Canton, MA) to Chillybears (Needham, MA) and from Chillybears to you. Unless otherwise specified, Chillybears ships UPS ground.

### Other Charges

Additional charges may apply. For example, there is a \$5 charge to exactly match each PMS color. If the same screen is used but the color changes, there is a \$5 charge to clean the screen. Surcharges may also apply if sample approval takes longer than 24 hours.

### Allowance

As items can be damaged during production, please allow for a 5% underage. For example, if you order 100 cubes, you might only receive 95 of them.

## Policies (continued)

### Terms & Conditions

Custom orders require a 50% deposit at the time the order is placed with the remaining 50% due before shipment. All sales are final as custom-decorated products are both nonreturnable and nonrefundable. Damage claims must be made within 7 days of the receipt of your order.

Prices, specifications, policies and product availability subject to change without notice.

## Artwork Preparation

If you're preparing your own artwork and want to avoid art charges, you must supply it in the following manner.

### If you're supplying art on disk or via email

Chillybears is entirely Macintosh-based, although they can usually open PC files created in FreeHand, Illustrator and PhotoShop.

- Prefer FreeHand & Illustrator files (or a compatible editable EPS). All fonts should either be included or converted to outlines within the file.
- PhotoShop files are accepted if they are in TIFF or EPS format. NO JPEGs or GIFs, please. Black & white PhotoShop files should be at least 400 - 600 lpi at actual size. Color PhotoShop files are only acceptable for 4-color process printing and should be at least 300 lpi at actual size.
- QuarkXPress files are a last resort and can only be accepted if they are at actual size.
- No Microsoft Word, PowerPoint or Excel files please.

You can email your file(s) to custom@ElaineandWallace.com. Or mail a floppy, CD, DVD, or Zip disk (preferably in Mac format) to **Elaine & Wallace, ATTN: Custom Order, 141 Parker St, Suite 202, Maynard, MA 01754.**

If you're supplying "camera-ready" or scannable art, there will be a scan charge applied to your bill. Artwork must be crisp, black & white, separated and no larger than sizes specified on your order. Please don't colorize the original art. You may supply a colorized copy of the art as a reference. Send artwork to **Elaine & Wallace, ATTN: Custom, 141 Parker St, Suite 202, Maynard, MA 01754.**

### If you need help preparing artwork

Design department services can be provided at reasonable fees. Please contact us for a quote.

### Other Questions?

Call us at 866-799-3653.

### Fax Your Order To:

Elaine & Wallace, a division of Inventor's Workshop, LLC  
603-218-6009