

## order Details:

To initiate your order, please fill out and fax the completed order form to (603) 433-6562. The order form must include contact information for the person in charge of this promotion at your facility. Please contact us at 1-877-433-1326 if you have any questions.

## Artwork:

If you cannot provide usable artwork we will be happy to recreate your logo for you. Our artist fees are \$100 per hour and are charged in 15 minute increments. We will provide you with a written quotation for artwork for your approval prior to creating your artwork.

## Proofs:

We provide a 2 proof process to ensure that your order is printed accurately. 1. Paper-Proof. 2. A digital photograph of your physical proof. If requested we will provide you with the actual physical proof for final approval. We will not process your order until the pre-production paper proof and digital physical proof are approved (signed and dated). Delays in approvals can delay shipment dates.

## Shipment:

Healthy Baby Bags are shipped quarterly unless otherwise specified. All customer bags will be delivered 90-120 days after receipt of order, deposit and proof approval.

## Payment Terms:

50% deposit with balance due net 30

## Fulfillment Programs:

We offer fulfillment of custom bag orders where we store your annual quantity and ship to you monthly based on your hospital's birth rate. We charge a flat fee for storage of \$450 per 1,000 bags, and shipping to your hospital is not included.

## Cancellations:

Cancellations will be accepted only if merchandise has not been decorated. Cancellations must be made in writing and received via fax at (603) 433-6562.