

DECORATION CHARGES

Setups

Embroidery	\$12.50 (G) per 1,000 stitches. Up to 25,000 stitches. Puff embroidery \$1.25 (G) net per piece upcharge
True Edge Transfer†	\$60.00 (G)
inFusion	\$60.00 (G)
Deboss	\$60.00 (G)
Laser	\$60.00 (G)
HXD	\$225.00 (G) \$1.25 per piece for metallic and specialty colors.

- Run Charges**
- First Location included in decorated price
 - Additional location: \$3.44 (G)

†Transfer pricing includes up to 5 spot colors. Add \$60(G) setup and \$0.40(G) running for each additional color. Personalization on embroidery \$5.00 (G) \$25 (G) setup applies to exact reorders.

Online Proof	Paper Proof (only if requested)	Product Proof
Online proofs are available at no charge upon request.	First paper proof is \$12.50 (G). Additional paper proofs are available upon request at a cost.	Product proofs can be ordered at an additional cost. Product proofs can be shipped using our standard lead times when requested. Orders ship within 48 hours of receiving product proof approval (up to 200 pieces). Cost is \$37.50 (G) plus item price, running charge, overnight freight charge, and applicable order setup. Depending on order size and imprint type, Trimark may require a product proof.

ADDITIONAL ORDER INFO:

Order Minimum:	All imprinted orders require minimum quantities as listed throughout the catalog. Less than minimum orders will be accepted at a cost of \$31.25 (G) per imprint item ordered. SureShip(R) is available for below minimum orders; however, it incurs a \$150 (G) charge.
Order Cancellations:	Orders can be canceled only with written factory authorization prior to imprinting or production. If an order is canceled after production has begun, it may be subject to additional charges. Charges will still apply to any product proof received prior to order cancellation.
Blank Product Returns:	First quality, blank returns are subject to a 20% restocking fee. Prior to return, all merchandise requires specific Return Authorization from the factory and all returns must be made within 60 days of invoice date in order to be eligible for credit. No credit or replacement merchandise will be issued for product unavailable for return to the factory. Merchandise must be in original packaging with hang tags included (hang tag must not be altered - no writing or price sticker on it). A re-packaging fee of \$1.00 will apply to all returns received out of the original packaging. All returns must have transportation charges prepaid. Absolutely no returns on printed, washed, soiled or decorated merchandise. Garments must be inspected before being decorated by outside contractors. Discounted Samples, Sample kits, promotional, and discontinued items are non-returnable.

SHIPPING INFORMATION

Lead Times	SureShip● next-day turnaround with no additional charge on orders received by 5PM EST. One location only. Maximum 200 pieces. SureShip● available for Standard and Impact locations. SureShip● available on all methods except embroidery over 7,500 stitches and 3D embroidery. 3-day turnaround standard on exact re-orders. 5-day turnaround standard on orders with new art, 7 days for HXD. See our website for complete details.
Production and Shipping Information	Production time begins upon receipt of signed Order Approval Form, approval of credit and receipt of all order information including shipping addresses and customer inserts. Leed's uses FedEx as its standard carrier for U.S. domestic shipments. Once your order has shipped we will send you an Advance Shipping Notice, which includes a tracking number.
Drop Shipments	Drop shipment charges of \$4.00 (G) for each additional location requested, plus freight costs. Drop ship addresses must be received at the time of order receipt. If there are more than 10 drop shipment addresses, you must provide addresses electronically in a Microsoft● Excel file, sent on a disk or as an email attachment. For your convenience, a template is available in the Our Services section on our website. SureShip● orders are limited to 10 drop-ship addresses. Call for lead times for requests over 50 locations.
Third-Party and Customer-Designated Shippers	Third party orders will be assessed per-order handling fee of \$5.00 (G). If you provide us with an account number for shipping, or designate a specific carrier, you assume responsibility for the shipment from the time the order is ready for pickup. See decorating and add-on pricing grid for associated charges.
Special Shipping Instructions	Additional charges and lead-time may apply for special handling such as palletizing, using custom mailing labels, and special packaging requirements. Please call for lead times. Any labels or packaging must be sent to Leed's prior to production. Please reference your purchase order number, company name, contact name and phone number. Additional charges may apply.

SERVICES

Customer Inserts	Please call for lead times if insertions/attachments are requested. Insertion instructions must be noted on your purchase order. When requesting label attachments, printed labels must be provided to Trimark. Production will not begin until customer-supplied inserts/ attachments are received. Orders above catalog quantity will require additional lead time. Leed's items will be inserted into other Leed's items free of charge.
Blank Product	Blank samples are available on most products and can be purchase at catalog EQP pricing and 50% off ground shipping when ordered on our website. Limit of one piece per size per style/color. Sample orders received by 5PM EST (for U.S. destination) ship next business day and would ship on PCNA's preferred carrier. Blank samples are non-returnable.