

#### COMMERCIAL PLATEMAKING INDUSTRY TRADE PRACTICES

- ORDER REQUIREMENTS** - Proofs and written instructions are required with all orders. Telephone and other verbal instructions must be followed up with written confirmation or the company assumes no responsibility for such verbal instructions.
- QUOTATIONS** - All estimates (verbal or written) are to be considered tentative until the job is in plant. All estimates are subject to revision upon evaluation of the actual copy submitted and the customer will be notified of any changes prior to starting work. All estimates subject to change prior to acceptance on part of client.
- CANCELLATIONS** - Orders regularly entered cannot be cancelled except upon terms that will compensate the company against loss. The company may cancel any order without liability.
- DELAYED COMPLETION OF ORDERS** - If work on orders or contracts is delayed by the customer beyond the time necessary to complete the work, a charge will be made to compensate the company for any additional cost regardless of estimate.
- EXPERIMENTAL WORK** - Experimental work performed in behalf of a client will be charged according to time and material expended.
- CONTINGENCIES** - All agreements are made and all orders accepted contingent upon delays caused by strikes, fire, accidents, unusual market or labor conditions, or causes beyond our control.
- WORK IN PROGRESS** - If any original source of material (photo engravings, art work, etc.) is withdrawn prior to completion of end products, the company assumes no responsibility for the completion of the work and charges will be made for all work completed at the time of withdrawal.
- ALTERATIONS** - No alterations to original materials supplied will be made unless specifically ordered and marked on a proof. Time charges will be invoiced for these services when requested. The company is not responsible for the quality or accuracy of the original material supplied to us.
- JOB CHANGES** - All work submitted, will be charged on a job identification basis.
- OVERTIME** - All work required to be done outside of regular day shift working hours will be charged at overtime rates in addition to the regular charge for the work.
- ADDITIONAL CHARGES** - Additional charges covering the areas of wrapping, crating, service, handling, postage, delivery and airfreight will be added to the invoice.
- EXAMINATION OF COMPLETED WORK ON DELIVERY** - This responsibility rests with the client or his receiver. No claims will be honored after 48 hours of receipt of finished work. This company's responsibility ceases immediately if his work is altered in any way to someone not in his employ. Should work be unsatisfactory or incorrect to the client or his receiver upon inspection, the amount of responsibility borne by the company shall be limited to "making over" the job.
- LIMITATION OF LIABILITY** - Under no conditions or circumstances will any responsibility be assumed by the company for holding a printing press, missing an insertion date or for the quality or accuracy in actual printing operations.
- DELIVERY** - Responsibility for deliveries by mail, express, freight, messenger, or any common carrier, ceases when goods are handed to the carrier.
- ERRORS** - Company stenographic, clerical and invoicing errors are subject to correction.
- CUSTOMER PROPERTY** - All customer property in the form of drawings artwork, film negatives & positives, separations, engravings, pattern plates, molds, lockups, or any other customer property used in the manufacture of our products are received, held and returned at the owner's risk during the production of the job and the company accepts no responsibility for loss or damage due to fire, theft or other causes. Original material supplied to the company should be properly identified so as to expedite the safety of its return to the customer.
- COMPANY PROPERTY** - All drawings, artwork, film negatives & positives, separations, engravings, pattern plates, molds, lockups, etc., originated by us and used in the manufacture of our end products are the property of the company unless specifically arranged for and invoiced to the buyer.
- STORAGE** - All drawings, artwork, film negatives & positives, separations, engravings, pattern plates, molds, etc., will be held in storage for a maximum period of one (1) year. This material will be automatically "killed" after one (1) year of non-use.

#### COMMERCIAL DIEMAKING AND DIECUTTING TRADE PRACTICES

- Quotations**, All estimates, written or verbal, are strictly tentative until the job is in the plant. In case of any changes in price or delivery time, the customer shall be notified as soon as possible and work shall not start until new terms are decided upon by mutual agreement.
- Order Requirements**, All verbal orders must be followed up with either instructions or a purchase order. The company assumes no responsibility for verbal orders at any time.
- Cancellations**, Cancellations can be made at any time either verbally or by written notice by either company or the customer. Any verbal cancellation must be followed by a written notice. The customer will in either case reimburse the company against any loss, and no liability shall be incurred by the company.
- Delayed completion of orders**, If work is delayed by the customer beyond the time necessary to complete the work, a charge will be made to compensate the company for any additional cost, regardless of original estimates for price or time of delivery.
- Experimental work**, Any experimental work or samples made for the customer will be charged for according to time and material expended.
- Contingencies**, all agreements are made and all orders accepted contingent upon delays caused by strikes, fire, accidents, unusual market conditions, or causes beyond our control.
- Work in Progress**, If any original source of materials is withdrawn prior to the completion of the end product, the company assumes no responsibility for the completion of the work and charges will be made for all work completed at the time of withdrawal.
- Alterations**, No alterations will be made at any time unless specifically ordered and marked on the original source of material. Time charges will be added for these services when requested to us. The company will not be responsible for quality or accuracy of the original source of material.
- Overtime**, All work required to be done outside of regular day shift working hours will be charged at overtime rates in addition to the regular charge for work.
- Additional charges**, Additional charges covering the areas of wrapping, crating, service, handling, postage, delivery, and air freight will be added to the invoice.
- Examination of completed work on delivery**, This responsibility rests with the client or his receiver. No claims will be honored after 48 hours of receipt of finished work. This company's responsibility ceases immediately if his work is altered in any way by someone not in his employ. Should work be unsatisfactory or incorrect to the client or his receiver upon inspection, the amount of responsibility borne by the company shall be limited to "making over" the job.
- Limitation of liability**, Under no conditions or circumstances will any responsibility be assumed by the company for holding a press, missing a delivery date, or for quality or accuracy in actual diecutting operations.
- Delivery**, Responsibility for deliveries by mail, express, freight, messenger, or any other common carrier, ceases when goods are handed to the carrier.
- Errors**, Company stenographic, clerical, and invoicing errors are subject to correction.
- Customer property**, all customer property in the form of drawings, artwork, film negatives, patterns, samples, or any other customer property used in the manufacture of our products are received, held, and returned at owner's risk during the production of the job, and the company accepts no responsibility for loss or damage due to fire, theft, or other causes. Original material supplied to the company should be properly identified so as to expedite the safety of its return to the customer.
- Company property**, All drawings, artwork, film negatives, patterns, or samples originated by us and used in the manufacture of our end products are the property of the company unless specifically arranged for and invoiced to the buyer.
- Storage**, All drawings and dies, etc. will be held in storage for a maximum period of one (1) year. This material will be automatically "killed" after one (1) year of non-use.
- Prices**, Prices are subject to change without notice.

#### OUR TERMS

- PRICES** Prices are subject to change without notice.
- NOTICE** A service charge of 1 1/2% per month (annual rate of 18%) will be assessed on unpaid invoices 30 days from invoice date.