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## Minimums

Our minimum is 12 pieces per style for Custom Printing and Contract Printing.

## Payment

We require all orders to be paid in FULL. If payment is not made, the order will not be processed. We accept major credit cards visa, mastercard, discover and american express. We do not accept checks.

## Work Order Form

All orders must be submitted with a work order form.

## Artwork

All artwork is recommended to be submitted in an illustrator or Photoshop format at least 300 dpi. If created in Photoshop please send artwork with layers. Other formats may be accepted, but will need to be reviewed before hand. We will not proceed with the order if your artwork file is low quality. If artwork is not sized, we can size to fit on the smallest shirt to the largest shirt and make it work for all sizes. If your artwork is not print ready you may be charged an additional art cost based on how much work needs to be done.

## Artwork Creation & Ownership

All artwork created by CATAPULT BRANDING is the sole property of CATAPULT BRANDING . If you hire us to create artwork for you, you are only paying for the labor and thought process to produce the artwork. You are not paying for the ownership and rights of the artwork. Rights to the artwork can be purchased in addition to the creation fees.

Any artwork you submit to us for printing, that is not being created by CATAPULT BRANDING , is owned by you or its rightful owner. We will not reproduce your artwork, trademarked or not, without you or the rightful owner's consent.

## Artwork Approvals

Art approvals will be sent via e-mail after your order is placed. A digital mockup will be emailed to you. The digital mock-up must be approved before production can start or note any changes. If you do not approve the mock up within 24 hours, your order may be delayed. After digital mock-up is approved, there will be no changes.

\*Note: CATAPULT BRANDING is not responsible for hindrance on production due to delayed approval of the digital mock- up. Please be sure to check your mock-up for artwork accuracy such as: color, placement, spelling and product information.

## Changes to your Order

Changes are limited to the following: Adding additional pieces to the order, changing graphic color. Additional fees and extra production time may be applied (subject to minimums). Additional fees may apply to anything added to the order after the order has been placed.

## Cancellations

All orders are final. If a cancellation is made after an order has been placed, you will be subject to a 20% restocking fee plus a partial payment covering any service already provided. Absolutely no cancellations will be allowed if the order is already in process or any printing has been done.

## Damages & Under Runs

We do our best to ensure all merchandise is printed correctly, but mistakes happen. Customers have 48 hours to inspect and report any damages or defects with the order. We have a 2% damage/spoilage allowance. It's not mandatory, but we recommend you to order at least 1 extra garment per size/color. CATAPULT BRANDING is not liable for any garment manufactured inconsistencies including, but not limited to, mislabeled garments, color dye irregularities, stitching errors, rips, tears, or holes in the garments.

CATAPULT BRANDING is not responsible if certain items are out of stock. If items are out of stock, we will inform you as soon as possible and offer you alternative options. Placement: Please be aware that the industry standard is 1/4" tolerance in either direction. This will not be considered a misprint.