

# Retail Ordering Information

## Ordering Process:

1. Choose your product style and size.
2. Decide on copy and logo for engraving.
3. Choose your shipping and other options from the list below.
4. Call Prism Place at 405.946.1079 to place your order.

Logo and/or Art Work: Set Up fee is \$30.00. Clean black & white artwork is essential for reproduction with the laser engraver. We reserve the right to determine what art is acceptable. Your artwork can be submitted in a number of file formats including, but not limited to, Corel X3 or earlier, Illustrator 3.0 or earlier, TIF, EPS, or camera-ready black and white.

Laser Engraving: \$5.00 each piece. There is a \$5.00 one-time fee for copy setup.

Color Fill: \$7.00 each piece.

Silk Screen: Colors are quoted per order. PMS number must be specified for all colors. Prism Place cannot guarantee exact color matching of printed colors.

Colored Bases: Bases made from colored acrylic will be an additional \$1.00, each piece, over the price for a clear base.

Delivery and Shipping: 7-10 days is the normal production time on engraved items from the Product List. Rush charges may apply for quicker turnaround. Shipping is via UPS and FOB factory with blind shipping available. Split shipments will incur an additional \$5.00 charge, per location, for additional packaging. Large quantity orders may require additional production time. Orders may be picked up at Prism Place.

Custom Products: Prism Place is pleased to quote you product designs that fall outside of our standard Product Line. In fact, we specialize in custom designs. The minimum order for custom acrylic products is \$100.00. Delivery is normally within 10 business days of final art approval.

Paper Proofs: One paper proof is provided with the option of a second for revisions. A third proof carries a \$15.00 charge for redesigning.

Trademarks and Copyrights: Prism Place assumes that our distributors and their clients have the legal right to use any and all trademarked or copyrighted material supplied to us for reproduction. By submitting a concept, you are agreeing to indemnify Prism Place from any and all such claims that may arise from reproduction.

Pricing: Subject to change.

Returns: Prior authorization is required before returning any product. Returns will be accepted only within 30 days of receipt and only for defective products.