



Client Info Sheet for Sublimation Production

In order to process your job, the following **MUST BE PROVIDED**:

Credit Information:

- Terms will be 50% down and 50% upon completion.
- Resale card must be on file prior to start of work or you will be charged sales tax.

Printing:

- To be quoted per custom job

Tranferring:

- To be quoted per custom job

Art:

- Art Department to quote all custom jobs.
- A signed P.O. must be received before starting any production work or projects.
- Client must follow the file requirements for sublimation (see file requirement sheet)
- Color Comps must be included and signed off before scheduling for sublimation sampling or printing

Printing & Production:

- A digital sample, and color copy must be received prior to printing.
- Client must be present at press for production or given written consent to IVGD for final decision during pre-press. Digital sample will be matched on press
- The percentage for seconds is 5% of the total quantity of the cut pieces ordered (transferred)
- All damaged goods involved in a claim must be returned to IVGD for inspection.
- No deduction from invoices can be made without prior approval from IVGD. IVGD will not be responsible for returned defective goods that were placed into customer's distribution channels.

Pick Up/Delivery

- Please call to schedule pick up and all deliveries
- Client pays all UPS & FedEx charges

Thank You for your business!