

## When do I request Rush Service and when do I request Rush Shipping? —————

We recommend you call Customer Service anytime you need to place a rush order. However, here is what you need to know and consider when placing a rush order. Orders generally take 5-business days to process, plate, print, cut, inspect, and package. UPS Ground shipping usually takes another 3-4 business days depending on your location, making normal delivery time from receipt of order to your door approximately 8-10 business days. If you need your order sooner, please call customer service. (877) 245-9122 Ext 1011 or (972) 245-9122 Ext 1011.



## Watch the Clock!

Orders must be received complete **by 12:00 noon CST** to ship by 5:00 pm the next business day. Orders received **AFTER 12:00 noon CST** have a ½ business day added to the turn time of the order.

| Monday  | Tuesday              | Wednesday            | Thursday             | Friday               |
|---|----------------------|----------------------|----------------------|----------------------|
| <b>ORDER RECEIVED BEFORE NOON</b><br><b>24 HOUR</b><br><b>48 HOUR</b><br><b>72 HOUR</b> | <b>24 HOUR SHIPS</b> | <b>48 HOUR SHIPS</b> | <b>72 HOUR SHIPS</b> |                      |
| Monday  | Tuesday              | Wednesday            | Thursday             | Friday               |
| <b>ORDER RECEIVED AFTER NOON</b><br><b>24 HOUR</b><br><b>48 HOUR</b><br><b>72 HOUR</b>  |                      | <b>24 HOUR SHIPS</b> | <b>48 HOUR SHIPS</b> | <b>72 HOUR SHIPS</b> |

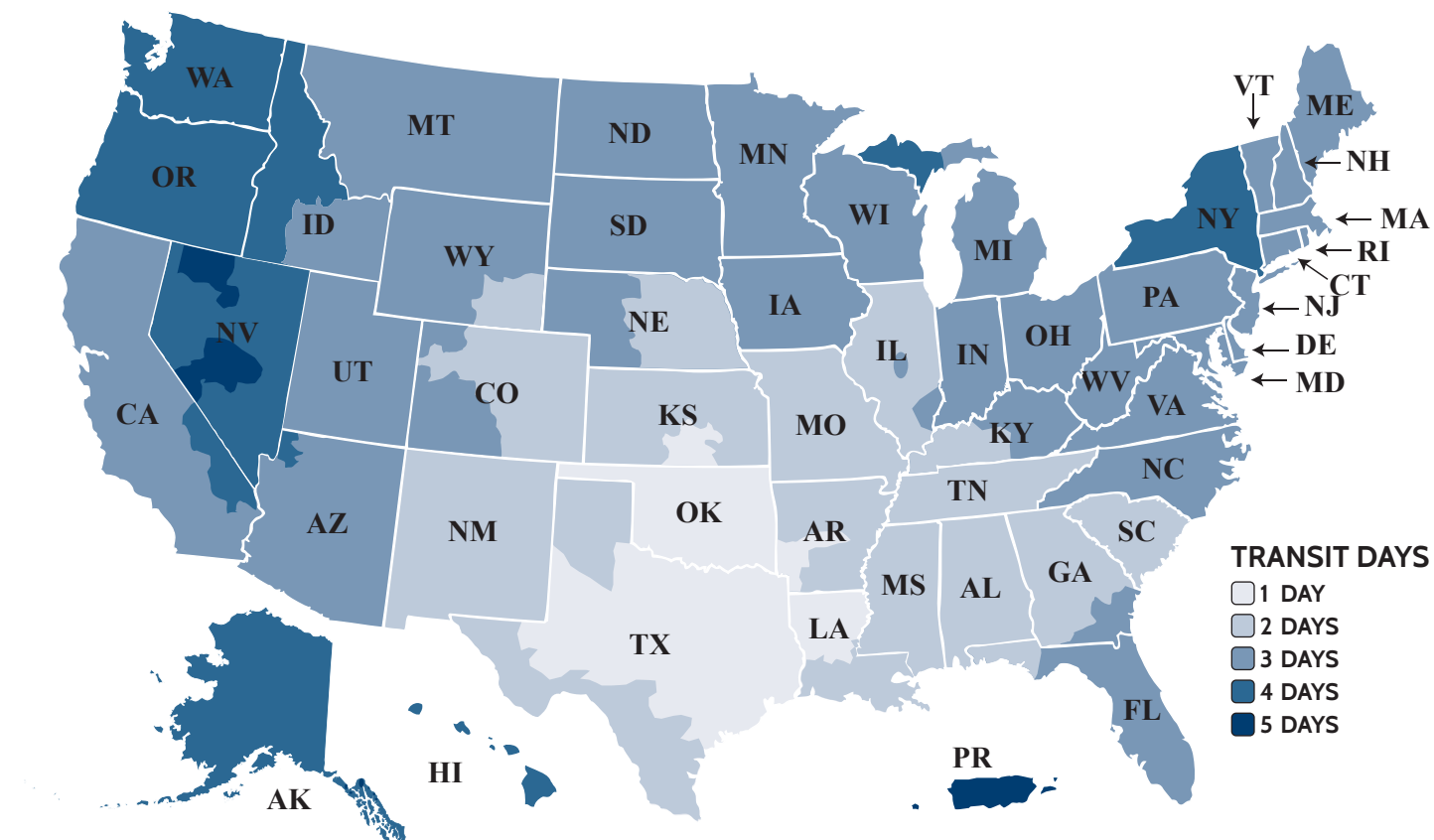


## Same Day Rush - \$125.00 - Dependent on time of day and press availability. —————

If your product normally requires special production applications or paper stock, a digital version of your item can most often be produced as a temporary version if permitted by your Brand or Marketing Department.

## Rush Policy (continued)

Now that you have determined the number of production days you need to consider the number of days it will take for shipping. All orders ship from Carrollton, TX 75006. Please refer to the UPS map below to determine your shipping time.



Standard published UPS rates will apply.  
You are welcome to supply your UPS or FedEx Account number.

## LARGE QUANTITY ORDERS

Any item ordered with a quantity over 10,000 requiring 24, 48 or 72-hour production service will incur the following rush charges.

24-Hour Service:

\$100.00 (for the first 10,000)  
plus \$10.00 for each additional 1,000 pieces

48-Hour Service:

\$ 75.00 (for the first 10,000)  
plus \$7.00 for each additional 1,000 pieces

72-Hour Service:

\$ 25.00 (for the first 10,000)  
plus \$5.00 for each additional 1,000 pieces.

## IMPORTANT NOTES

- All rush charges are per item.
- All rushes are subject to press and paper availability
- All rush charges are in addition to the cost of shipping charges.
- All rush charges are in addition to the cost of the purchased item.
- Orders requiring a specific time of delivery, or custom delivery options (leave with guard, receptionist, etc.) are subject to additional delivery charges.

**EXCEPTIONS:** Items requiring translation, large quantities and multi-process production methods.