



## Ordering Information

### **Artwork**

Black on white camera ready line artwork is required, ideally in a ratio of 4:1 (four times larger than the actual produced size). Electronic art may be submitted via CD-ROM or email, preferably as an Adobe Illustrator or Photoshop file. If an actual item or rough art is submitted, there will be a charge for artwork development and conversion expense. Unless exact artwork is submitted, we will assume that our artists may interpret source material submitted, using their experience and discretion.

### **Trademarks**

Horizon Designs assumes that clients are authorized to use trademarks presented to us for reproduction. We assume no liability in trademark or copyright disputes.

### **Catalog Pricing**

Prices shown throughout the catalog are current, but subject to change without notice. In the event of a price increase, every effort will be made to provide advance notice of such an increase. Reorders will be priced based on each individual order unless specific prior arrangements have been made.

### **Over-Runs/Under-Runs**

Horizon Designs believes that a 5% over- or under-run constitutes completion of the order, billed pro rata.

### **Less-Than-Minimum Orders**

Orders for less-than-minimum are available in some cases. Contact us for a quotation.

### **Rush Orders**

There are certain circumstances where rush orders are feasible. Please contact the factory for rush order approval and possible rush charges.

### **Corrected or Cancelled Orders**

Any correction or cancellation of an order in process will be subject to costs incurred to date and a cancellation charge.

### **Delivery Schedule**

Production times vary depending on workload and design complexity. Because Horizon Designs has the capability to handle all phases of design and development in-house, we are able to provide quick delivery on your orders. Accurate current time scheduling is available upon request.

### **Shipping**

Merchandise is shipped F.O.B. origin. Unless a specific method of shipment is requested, we will use our judgement in selecting one. Drop shipping is available for a \$12.50 per destination (G) handling fee. Responsibility for the merchandise ordered is transferred, with the proper transfer of goods, to a recognized carrier. *All claims for lost or damaged merchandise must be made at client's end with the appropriate shipper.*

### **Returns**

Horizon Designs takes great pride in providing the finest quality products available anywhere. If you have a problem with any of our products, please contact us with the specifics. No merchandise may be returned without our written authorization, and all returns are subject to a 20% restocking charge. We cannot accept responsibility for our failure to produce orders because of circumstances beyond our control.