



# CUSTOMER SUPPLIED MATERIALS FOR PRINT OR FINISHING

## IMPORTANT NOTICE 2015 POLICY

### Rules / Important Information Regarding Customer Supplied Materials:

**1. We do not provide insurance for your products in our building, and we are not responsible for any damage or loss that occurs to your product while stored at our facility resulting from forces beyond our control (fire, water damage, etc.).** Please insure your own products or store at your own risk. Ask your insurance company about offsite insurance.

### Products left on our premises

These fees will apply to non-contract items only. If you have a need for a structured storage/release system for a large client, please contact us and we will be happy to work with you to establish a fair and reasonable contract at reduced rates.

#### Costs will be as follows:

For any item being entered into our storage system: <i>(This is a one-time charge which covers the cost for us to set up a customer's items for storage and future releases, and to maintain the item in our computer system. This includes set up of our online system for future releases.)</i>	\$35.00
For a single release processed (line item): for each line item after the first: <i>( if multiple shipping addresses, each address counts as a separate release.)</i>	\$15.00 \$ 5.00 ea
Yearly Maintenance Fee : <i>(any products not released within one year will be billed)</i>	\$ 95.00

**These fees do not include shipping costs.**

**Products must be active, with releases taken at least once every 90 days. Inactive items must be removed/shipped from our facility, or will be assessed at a yearly maintenance fee ( see #2), if left in our warehouse without a release.  
(This cost will offset what was lost by not billing for a release.)**

**2. Product must be active. Inactive items not shipped within one year must be removed/shipped from our facility or will be billed at \$200.00 per year. You will be contacted about purchasing storage space billed at approximately \$200.00 per year based on amount of space needed.**

**3. Requests for releases must be submitted at least three days in advance of your ship date. (Same-day and next-day requests will be accommodated whenever possible, however we reserve the right to ship within 3 days if necessary.)**

**4. All items going into our storage system must be assigned a part number. (If you do not have one, one will be assigned to the item for you at our discretion.)**

**5. All releases must be taken in full carton quantities. (Please make sure you specify the required box count when ordering your item. If opening boxes and repackaging is necessary for a release, additional fees may apply.)**

**6. When sending in a release, please include all pertinent information needed, including the name of the item, the assigned part number (per above), a reference number (such as the job number or your PO number from the original order), the quantity desired (please be specific --- if you are indicating a quantity of packages or boxes instead of individual pieces please indicate exactly what you want), the shipping address, and method of shipment (pick up, courier, UPS etc.)**

Thank you for your cooperation and continued support. Please contact us if you have any questions.