

Shaffer's Custom Screen Printing

Policies and Order Agreement- Fundraiser



1. We have a two-week turnaround time (10 business days). Your turn around time will not begin until the business day After your fundraiser closes. For this reason, absolutely no orders will be taken after the order closes. Requests to reopen a fundraiser **will** be declined if; the order has already started processing or doing so will delay the requested deadline. We do not offer rush services on fundraisers.
2. No deposit is required for fundraisers. Design fees may still apply.
3. Pick up and drop offs are **by appointment only** and need to be scheduled during regular business hours. We do not offer shipping or delivery services for at this time.
4. All calls and messages will be returned during regular business hours with in 48 hours. If you call or message after business hours, return time will begin the next business day. Please use only appropriate channels. Messages to our private FB pages regarding business will not be responded to.
5. We will be charging a design (vectorizing/digitizing) fee for all artwork not submitted in the correct printable format. For screen printing, vinyl, and sublimation we require the logo to be sent in an EPS format. For embroidery we require and OFM file. True transparent PNG files can be used for some other printing services. All AI created art must be PNG done at 300 DPI or greater in the size you need and formatted for DTF. No transparent pixels, Full transparent background.
Design fees will START at \$50. These fees need to be paid before any proofs will be sent.
6. A proof of the design will be sent after the order agreement is signed, no deposit is required. Proofs must be approved before your group order begins. There will be no changes made to the design in any manner after the proof is approved. It is your responsibility to look over the design carefully and make sure everything is correct. Once the design is approved, we are not responsible for misprints.
7. Once the order leaves my shop, we are no longer responsible for that order. Please check your order thoroughly before leaving.
8. Quotes are only valid for two weeks. Any changes made after the original quote such as, but not limited to; additional locations, additional colors, changing shirt styles/brand, will change the original quote.
9. No customer provided apparel will be accepted for fundraisers.
10. We reserve the right to discontinue or refuse business with anyone at anytime.
11. Only one person will be authorized to approve, make changes to, or pick up your order. No information regarding your order will be discussed with any other person, regardless of affiliation to the fundraiser. That person will be responsible for handling communications between any other interested parties.

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12. Fundraiser minimums: 24 Pieces.
If you don't meet the minimum, there will be a minimum order fee of \$45.
13. Fundraiser limits:
 - No more than 1 designs per order.
 - Up to 3 color choices per apparel item.
 - No limit on items offered.
 - Only items listed on fundraiser forms will be used. If you need a specific brand or item, please let me know this before hand.
14. Order Payments and Payouts: For fundraisers we offer online ordering or paper forms. You must choose **one**.

Online-
Due to IRS rules and regulations, taxes will automatically be taken from every sale. Payout will be given to you when you arrive to pick up your order via check for the proceed amount (the total excluding cost and taxes).

Paper Forms- (Offered for tax exempt organizations only)
Due to IRS rules and regulations, no taxes will be charged on any sale and you must provide your EIN. For payment- The organizer is responsible for collecting any and all money for the sales and may accept payment in whatever form they choose. At the end of the sale the organizer will keep all proceeds. Cost need to be paid to Shaffer's Custom Screen Printing via cash or check. If paying by check, the check should be for the full cost amount. Only a check from the organizer/organization will be accepted. No third party checks. No exceptions.
Fundraiser customers must utilize the method of sale chosen by the organizer. They can not order by calling my shop, the must use either the paper form or online store provided.
15. Mark up amount is chosen by the organizer.

Your order contains:

- | | | |
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| <input type="checkbox"/> Screen Printing | <input type="checkbox"/> Graphics | <input type="checkbox"/> Promotional Products |
| <input type="checkbox"/> Embroidery | <input type="checkbox"/> Coroplast Yard Signs | <input type="checkbox"/> Decals |
| <input type="checkbox"/> Sublimation | <input type="checkbox"/> Stickers | <input type="checkbox"/> _____ |
| <input type="checkbox"/> DFT | <input type="checkbox"/> Koozies | <input type="checkbox"/> _____ |

Company/ Organization Name

Client/ Group Organizer Signature

****Only the Client or Group Organizer will be authorized to approve logos, designs, or make changes.****