

acceptance – All orders must be in writing and are subject to terms, conditions, and prices contained in this catalog. Production cannot begin on verbal orders.

acknowledgements – We will acknowledge all orders with complete information. This becomes our production work order. Be sure to check for total conformity to your order instructions.

early order pricing – Early order pricing is noted on the dated products price lists. To qualify for early order pricing art and copy must be received by 5/31/08. If received after this date the later date pricing will apply.

cancellation – Orders may not be cancelled except by mutual consent. Payment is required for the completed portion of work in process.

Order Instructions should include quantity, product code, description and/or material specifications, imprint copy, shipping/drop ship info. Exact repeat orders should include sample of item and previous order number.

quantities – Orders not accepted for less than minimum quantity. We deliver quantities close to the amount ordered; however, we reserve the right to ship and bill 7% over or under. EXACT QUANTITIES SHIPPED, NO OVERS (if requested) — ADD UPCHARGE OF 5%.

shipping and delivery schedules – We ship via the best way, prepaid, added to invoice. Inside delivery must be specified on purchase order. We do not use your shipping labels. Instead, computer generated labels are showing distributor's name and address as shipper.

Delivery dates are not guaranteed and are approximate. We strive to deliver as close to requested dates as possible. However, production time is affected by an influx of orders in the latter part of the year. Early placement of orders is therefore recommended. For *custom calendars and specialties* with layouts that require design, artwork, and proofs, allow 10 to 12 weeks. We suggest that all custom orders be ready for printing no later than September 1, with all approvals complete. It is helpful to have all calendar requests for special designs, artwork, and proofs before August 1 if delivery is to be met.

Orders will be processed in order of acceptance and estimated ship dates given. Special circumstances requiring a specific delivery date or any concern or questions on your order's ship date, please contact customer service.

artwork – The highest printing quality achievable is from your digital files reproduced on ModernLine's high resolution output devices. There is no charge for this service if the digital files are submitted per the requirements and specifications listed in this catalog.

If digital files are not submitted, order will be *subject to a copy preparation charge*. Exact art charges will be specified on our acknowledgement.

proofs – Types of proofs available:

PDF: for viewing on computer monitor only

Digital Color Proof: computer ink jet printed. Color is not exact. Ink swatches are provided.

See product page for pricing. We recommend that a proof be submitted for approval on all new orders and repeat orders with significant changes. Multiple proofs may be required on calendars having heading copy changes or special imprinted date space copy.

Proofs are sent 1st class unless special service is required, in which case the overnight service will be billed at cost.

•**The signed proof must be returned before final production can begin.**

Certified recycled paper available – Call for quotation.

Union Label – available upon request.

conditions of sale – The manufacturer shall not be liable for any damages, either proximate or remote, arising in any way from their failure to make or delay in making delivery because of the inability to obtain paper in the amounts and grades specified herein. Within a reasonable time after receiving knowledge of any condition referred to above, the manufacturer shall give notice to the customer of such condition. Upon the agreement of both the manufacturer and the customer in writing, changes may be made in delivery schedules, specifications as to quantities, specifications as to paper, or any other matters affected by the conditions referred to above. All prices are F.O.B. Factory located in Pennsylvania. Unless given complete instructions, shipments from Factory will be completed via the best method as determined by available data.

DISCLAIMER: The logos seen in this catalog are not to be presumed an endorsement of our products. They are examples of the work we can do and have done since 1931. The products are not offered for sale with any firm or organization's logo except with their express authorization and permission.