

# THE PRINT CENTRE

## DISCLAIMERS

### PRINTING

1. For any photo or image manipulations, minor edits/enlargements, a minimum charge of \$5 will occur (Printing and paper costs not included).
2. Detailed/complex edits will be charged at a design hourly rate of \$70.
3. Any amount of time spent looking or searching for photos on SD cards/flash drives or the internet will have a charge of \$5 - \$15. Please email documents/photos directly to [info@printcentre.co.nz](mailto:info@printcentre.co.nz)
4. Documents given to be scanned and/or copied will be scanned/copied as is. Please refer to Printing Disclaimer 1. if you require edits.
5. Lamination may have creases/bubbles in it which is non-repairable.
6. We do not recommend laminating anything that is non-replaceable.
7. If you need any jobs other than an A4/A3 colour or black and white print at a short notice (4-5 hours or less) this is considered a rush job and will incur a fee of \$60. Please advise us of these jobs at least 24 hours ahead of time.
8. Same day printing that is not under 10 pages A4/A3 colour or black and white must be in before 12pm. Any printing that comes in after 12pm will not be completed until at least 12pm of the following business day.
9. Before supplying files to be printed, be sure you own, are licensed to use, or have permission to use all copyrighted material (such as logos, fonts, designs, artwork, writing, etc.) if we suspect copyright infringement, your job may be cancelled at our discretion.
10. Typing jobs have a 7-day minimum wait. The typing hourly charge is \$60.

### CLOTHING

1. All custom branding jobs will include a base set-up fee of \$60. This fee is reduced to \$40 for repeat orders.
2. If you supply a garment to be branded, we will do our very best to ensure the safety and careful handling and storing of your garments. However, not all textiles are safe for all our branding options. It is your responsibility to

ensure your personal garments are suitable for the branding method requested. We strongly recommend supplying garments through us.

3. Mock-ups are not to scale on any ratio. Final branding results may slightly differ to the mock-up. Colours used in mock-ups are for representation purposes only and may slightly differ from the final result.
4. All clothing has at least a 3 week wait. Embroidery, screen printing, and specialist gear may take longer.
5. Prices for clothing items per garment reduce in higher quantities. This only applies to quantities per individual garment, not all garments in total. This does not apply to our promotional store as all promotional garments have a fixed price.
6. Approval via our Final Approval form is required before any jobs go to production.

## **POLICIES**

1. Quotes are valid for 30 days. After the 30-day period, we can no longer make an invoice based on the quote.
2. Payment must be made in-store with Cash or EFTPOS. We do not accept cheques. In some cases, we may be able to accept Credit or Online Banking. However, this is not guaranteed.
3. Only account holders may have a credit with us. If you have an overdue balance of 7 days or more, you must pay it off before making any new orders.
4. If you cancel an order during production, some costs may incur to cover time and materials.
5. If goods purchased are faulty, please return them within one week from the day of retrieving the goods. We can then proceed to the next steps from there on.
6. We will follow up when goods are not picked up. If we do not hear from you, we will continue to follow up. If you are unable to be contacted and do not contact us back within 3 months from when the invoice is created, the goods will be considered abandoned, and they will be discarded. Abandoned goods are non-refundable.

These disclaimers and policies are applied to every job. They may be subject to change without notice.