



SCREENPRINTING EMBROIDERY
PROMOTIONAL PRODUCTS

Your Brand. Our Solutions.

VISIT US AT **WeLogolt.com** FOR ALL YOUR PROMO NEEDS



TERMS AND PROCEDURES

RiverCity Payment Terms

- New clients require 50% payment upfront with the remaining balance due at pickup or delivery
- Credit Application and Financial Statements must be provided for Net 15 or Net 30 Terms
- All returned checks will be subject to a \$30.00 service charge

PLEASE NOTE: We cannot accept multiple personal checks from individuals in your organization. If paying by check, please remit payment in the form of ONE check, preferably from the organization

Minimum Order Quantities

Screenprint: 12 Pieces Per Design Embroidery: 12 Pieces Per Design Promo Items: Varies by Product
Digital Printing: 6 Pieces Per Design Contract Printing: 72 Pieces Per Design

- Orders requesting fewer than minimums will be considered and priced accordingly

Turn Around Times

Screenprint: 7-10 Business Days Embroidery: 7-10 Business Days

Promo Items: 10-14 Business Days (May Vary) + Shipping Transit Time

Digital: 7-10 Business Days

Turn time on larger orders (1500 pieces or more than 5 designs) may require longer time to produce. Please inquire about our current turn time on larger orders.

Rush Orders

Any Screenprint, Embroidery and Digital Job under 7-10 business days will be considered a Rush Job. Please speak to your Account Executive about any Rush Charges.

Promo Product Rush Charges will be quoted on a per job basis. This may include rush shipping charges.

Drop Dead Dates

We at RiverCity Screenprinting & Embroidery are aware that many orders placed are time sensitive or event driven. It is our goal to have every order in our clients' hands as soon as possible. Every effort is made to ensure that orders are complete by the due date

However, we cannot commit to a drop-dead date until we've received order confirmation from the client. It is the client's responsibility to confirm their garment selection, quantities and sizes, art approval and payment of deposit. We also need to know the desired completion date upon confirmation, at which time we will apply the drop-dead-date to the order. Due to a consistent fluctuation in workflow, we cannot guarantee a place on the schedule without having received complete information and a confirmed order.



TERMS AND PROCEDURES

Dye Lots

Due to market conditions and manufacturer garment mill variances beyond our control, RiverCity can not guarantee consistency of dye colors throughout an individual order or from one order to the next.

Mistakes and Misprints

In this industry, misprints happen. Occasionally, garments may arrive defective or problems with the screen may arise. There are many things that could go wrong, but it is RiverCity Screenprinting and Embroidery's goal to keep misprints and defects to a minimum. If any garments are misprinted, our clients will NOT be charged for them. Since misprints can happen, we encourage our clients to order extra garments if exact quantities are required due to preorders or team member requests.

Overruns and Underruns

Overruns or underruns not to exceed the industry standard of 5% on quantities ordered shall constitute acceptable delivery. RiverCity Screenprinting & Embroidery will bill for actual quantity printed. For example, if 100 shirts are ordered, it is possible that the final invoice quantity after production could reflect a total of between 95 and 105. This also applies to orders for promotional products.

Art Services

Art services are charged at \$50/per hour. This includes design creation and color separation time. If you have a design idea you'd like to produce, let us know and we can provide an estimate.

Additional Charges (Prices Subject To Change)

- Screenprint Initial Screen Charge \$20 per color
- Re-Order Screen Charge \$15 per color
- Screenprint Initial Setup Charge \$20 per color
- Re-Order Setup Charge \$15 per color
- PMS Ink Color Match \$30 per color
- Ink Color Change \$10 per color
- Waterbase Ink \$1 per color, per garment upcharge
- Discharge Ink \$1 per color, per garment upcharge
- Press Check \$50 per job
- Embroidery Initial Tape Charge quoted per job
- Embroidery Initial Setup Charge \$20
- Embroidery Re-Order Setup Charge \$20
- Puff Embroidery- \$1 per garment upcharge
- Embroidery Individual Names \$15
- Create UPC Per Sku \$10
- Fold, Clear Bag with Size Sticker 40¢ per garment
- Apply Customer Supplied Hangtags 15¢ per garment
- Apply UPC To Hangtags 35¢ per garment

Shipping and Delivery

Shipping and Courier Charges will be quoted on a per job basis.



ARTWORK REQUIREMENTS

If you do choose to provide artwork for your project, using the info below will help your job go smoother and more accurately. However, if your artwork is not a print-quality file, our in-house art department can recreate artwork for you. For example, if the only logo you have is from your website, we can re-create it in a high-quality format suitable for print output. Please send us what you have, as it can serve as a starting point for us to use.

Submitting Artwork

- Upload files no larger than 32MB using our form at <https://welogoit.com/request-a-quote>
- USB Thumb Drive
- Email files no larger than 10MB to your sales representative

Primary Software

- Adobe Illustrator
- Adobe Photoshop

File Formats

- Vector Images: Illustrator AI, Vector EPS, Vector PDF (remember to convert all text to outlines/paths)
- Raster Images: Photoshop PSD, BMP, TIF, JPG, PDF (art at 100% print size, at least 200 dpi)

Things To Note

- Your artwork should be in vector format whenever possible. Convert all text/type to outlines.
- Most JPGs and GIFs are not acceptable for printing because they are usually not at print size, and are at low resolution at 72 dpi. However, if your art is created from scratch at 100% print size with 200 dpi and above, your JPG may be useable.
- JPGs or GIFs placed inside Illustrator or CorelDraw are not acceptable for printing.
- Photoshop Files are only acceptable under certain circumstances: Files should be created at 200 dpi to 300 dpi. Artwork must be created at final imprint size (i.e. 11" wide x 11" tall). Please keep all layers intact (don't flatten layers) whenever possible.
- Do not create your artwork at 72 dpi.
- Do not resample artwork from 72 dpi to 300 dpi. The computer has to 'guess' where the additional 'dots' go, and most of the time magnifies the 'blurriness' of the artwork. Plus, it makes your filesize needlessly larger!
- Do not create your artwork at 3" wide if the final size is 10" wide.
- Do create your artwork at the final size of the output.



BUSINESS CREDIT APPLICATION

Name / Address

Last:	First:	Middle Initial:	Title
Name of Business:			Tax I.D. Number
Address:			
City:	State:	ZIP:	Phone:

Company Information

Type of Business:	In Business Since:		
Legal Form Under Which Business Operates:			
Corporation <input type="checkbox"/>	Partnership <input type="checkbox"/>	Proprietorship <input type="checkbox"/>	
If Division/Subsidiary, Name of Parent Company:	In Business Since:		
Name of Company Principal Responsible for Business Transactions:	Title:		
Address:	City:	State:	ZIP: Phone:
Name of Company Principal Responsible for Business Transactions:	Title:		
Address:	City:	State:	ZIP: Phone:

Bank References

Institution Name:	Institution Name:	Institution Name:	
Checking Account #:	Savings Account #:	Home Equity Loan:	Loan Balance:
Address:	Address:	Address:	
Phone:	Phone:	Phone:	

Trade References

Company Name:	Company Name:	Company Name:
Contact Name:	Contact Name:	Contact Name:
Address:	Address:	Address:
Phone:	Phone:	Phone:
Account Opened Since:	Account Opened Since:	Account Opened Since:
Credit Limit:	Credit Limit:	Credit Limit:
Current Balance:	Current Balance:	Current Balance:

I hereby certify that the information contained herein is complete and accurate. This information has been furnished with the understanding that it is to be used to determine the amount and conditions of the credit to be extended. Furthermore, I hereby authorize the financial institutions listed in this credit application to release necessary information to the company for which credit is being applied for in order to verify the information contained herein.

Signature

Date

Texas Sales and Use Tax Resale Certificate

Name of purchaser, firm or agency as shown on permit	Phone (Area code and number)												
Address (Street & number, P.O. Box or Route number)													
City, State, ZIP code													
Texas Sales and Use Tax Permit Number (must contain 11 digits)													
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border: 1px solid black; width: 25px; height: 15px;"></td> <td style="border: 1px solid black; width: 25px; height: 15px;"></td> <td style="border: 1px solid black; width: 25px; height: 15px;"></td> <td style="border: 1px solid black; width: 25px; height: 15px;"></td> <td style="border: 1px solid black; width: 25px; height: 15px;"></td> <td style="border: 1px solid black; width: 25px; height: 15px;"></td> <td style="border: 1px solid black; width: 25px; height: 15px;"></td> <td style="border: 1px solid black; width: 25px; height: 15px;"></td> <td style="border: 1px solid black; width: 25px; height: 15px;"></td> <td style="border: 1px solid black; width: 25px; height: 15px;"></td> <td style="border: 1px solid black; width: 25px; height: 15px;"></td> <td style="border: 1px solid black; width: 25px; height: 15px;"></td> </tr> </table>													
Out-of-state retailer's registration number or Federal Taxpayers Registry (RFC) number for retailers based in Mexico													
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border: 1px solid black; width: 250px; height: 15px;"></td> <td style="padding-left: 10px;">(Retailers based in Mexico must also provide a copy of their Mexico registration form to the seller.)</td> </tr> </table>			(Retailers based in Mexico must also provide a copy of their Mexico registration form to the seller.)										
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I, the purchaser named above, claim the right to make a non-taxable purchase (for resale of the taxable items described below or on the attached order or invoice) from:

Seller: _____

Street address: _____

City, State, ZIP code: _____

Description of items to be purchased on the attached order or invoice:

Description of the type of business activity generally engaged in or type of items normally sold by the purchaser:

The taxable items described above, or on the attached order or invoice, will be resold, rented or leased by me within the geographical limits of the United States of America, its territories and possessions or within the geographical limits of the United Mexican States, in their present form or attached to other taxable items to be sold.

I understand that if I make any use of the items other than retention, demonstration or display while holding them for sale, lease or rental, I must pay sales tax on the items at the time of use based upon either the purchase price or the fair market rental value for the period of time used.

I understand that it is a criminal offense to give a resale certificate to the seller for taxable items that I know, at the time of purchase, are purchased for use rather than for the purpose of resale, lease or rental, and depending on the amount of tax evaded, the offense may range from a Class C misdemeanor to a felony of the second degree.

 Purchaser	Title	Date
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This certificate should be furnished to the supplier.
Do not send the completed certificate to the Comptroller of Public Accounts.

Texas Sales and Use Tax Exemption Certification

This certificate does not require a number to be valid.

Name of purchaser, firm or agency	
Address (Street & number, P.O. Box or Route number)	Phone (Area code and number)
City, State, ZIP code	

I, the purchaser named above, claim an exemption from payment of sales and use taxes (for the purchase of taxable items described below or on the attached order or invoice) from:

Seller: _____

Street address: _____ City, State, ZIP code: _____

Description of items to be purchased or on the attached order or invoice:

Purchaser claims this exemption for the following reason:

I understand that I will be liable for payment of all state and local sales or use taxes which may become due for failure to comply with the provisions of the Tax Code and/or all applicable law.

I understand that it is a criminal offense to give an exemption certificate to the seller for taxable items that I know, at the time of purchase, will be used in a manner other than that expressed in this certificate, and depending on the amount of tax evaded, the offense may range from a Class C misdemeanor to a felony of the second degree.

Purchaser sign here ▶	Title	Date
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NOTE: This certificate cannot be issued for the purchase, lease, or rental of a motor vehicle.

THIS CERTIFICATE DOES NOT REQUIRE A NUMBER TO BE VALID.

Sales and Use Tax "Exemption Numbers" or "Tax Exempt" Numbers do not exist.

**This certificate should be furnished to the supplier.
Do not send the completed certificate to the Comptroller of Public Accounts.**