

## Terms & Conditions of Sale for Freeport Press Inc.

Freeport adheres to the Printing Industry Trade Customs including but not limited to the following:

**Bleeds** – Pages should be set with a minimum 1/8" Bleed. Crop marks, registration marks, or color bars must not be inside the bleed margin - I always ask that the be kept 1/4" away

**Proofs** – Digital Proof shall be supplied by Seller. Buyer must approve proof via internet portal system. Rejected pages must be replaced by Buyer prior to approval. Any delays instituted by Buyer will affect delivery schedule. Seller shall correct its mistakes at no charge. Mistakes or changes by Buyer shall be billed at current rates when applicable.

**Prices** – Quotes are based on standard printing industry policies and procedures and are only estimates. All quotes are contingent upon Printer's acceptance and subject to adjustment until final artwork and specifications are received and approved. All prices are subject to change without notice due to fluctuations in paper market. Cancelled orders require compensation for incurred cost and related expenditures.

**Color Matching** – Printer uses the Specification Web Offset Publications (SWOP). Printer cannot guarantee an exact ink match with the customer's original copy due to variances such as paper stock, humidity, and other pressroom conditions.

**Customer Supplied Materials** – Customer supplied paper must be delivered according to specifications furnished by Seller. Page file PDF's or other materials furnished by Customer must be usable by the Seller without alteration or repair. Items not meeting this requirement will be repaired by Customer, or Seller at Seller's current rates.

**Portable Document Format (PDF)** – It is the Customer's responsibility to maintain a copy of any PDF files. PDF files are generally stored for one issue unless otherwise specified by the customer. Storage exceeding 3 issues past will incur a storage fee.

**Overruns/Underruns** – A printing variation not exceeding (+/-) 2% on runs exceeding 50,000 pieces, (+/-) 3% on 25,000 – 50,000 pieces, or (+/-) 4% 0 - 25,000 pieces shall constitute acceptable delivery by Buyer. Any excess or deficiency shall be charged or credited to the customer proportionately. Buyer may select to accept only Unders or Overs when order is placed otherwise acceptance of Overs or Unders is assumed.

**Packing** – All printing orders will be boxed or wrapped as specified by customer and charged accordingly. Special packaging procedures desired by Buyer will be billed at current rates.

**Shipment** – Unless otherwise specified, a quote price does not include shipping & is stated F.O.B. F.P.I in shipping area. Ship dates stipulated by Printer are contingent upon war, strikes, fires, floods, accidents, availability of supplies, and other contingencies beyond the Printer's control. Title for finished work passes to the Customer upon pickup by the carrier at shipping point; or upon mailing of invoices for the finished work or its segments, whichever occurs first.

**Claims due to Shipment** – Any claims for damage during shipment must be noted upon receipt and made directly with the freight company. Freeport Press Inc. will accept no responsibility for freight related claims or delays on the part of said carrier.

**Terms** – The terms of payment are net 30 days from date of invoice after satisfactory credit has been established unless other arrangements have been made. Partial or full payment may be requested at time of order. Seller reserves the right to withhold delivery until acceptable credit has been established or payment received. Please allow two weeks for credit investigation. Invoices over 30 days are subject to 1 ½% interest charge per month. This agreement is made under and is to be governed by the laws of the State of Ohio. Any dispute or disagreement arising shall be resolved by a court with the appropriate jurisdiction within the State of Ohio, or within another state as determined by the Seller, and the Buyer consents to such jurisdiction. Buyer shall be responsible for any costs incurred by Seller in collecting monies owed under this agreement, including but not limited to attorney fees, interest, travel expenses and any other damages or expenses.

**Claims due to Manufacturing** – All products should be inspected upon receipt. Due to the nature of the product, it should be stored in a cool dry area. All claims must be filed upon receipt of order. After 30 days from invoice, any claim will be declared VOID.

**Content of Copy** – Buyer does not represent and guarantee to Seller that said copy to be furnished contains no libelous or unlawful matters and that in no way infringes upon a copyright or the rights of any person or party whatsoever. Buyer agrees to hold Seller harmless against any claim, demand, or recovery sustained in any suit brought against Seller, and to promptly defend Seller from any claim or demand. Any cost incurred by Seller shall be promptly charged to and paid by Buyer.

**Limits of Liability** – Seller warrants that the work is as described in the purchase order. The Customer understands that all sketches, copy, dummies, and preparatory work shown to the customer are intended only to illustrate the general type of quality of work. They are not intended to represent the actual work performed. Seller's maximum liability, whether by negligence, contract, or otherwise, will not exceed the return of the amount invoiced for the work in dispute. Under no circumstances will the Seller be liable for specific, individual, or consequential damages, such as loss of sales revenues or profits.

Jan-2011

See Other Side for Electronic Pre-press  

## General Page Layout Guidelines

We do have a few suggestions to correct common problems that we frequently see on jobs. By addressing these items you can help us ensure that your finished project will be of the highest quality.

**Overprints** - Try to avoid having items set to over print in your document. This information can be carried into the PDF and cause unexpected results. Always view PDFs (before submitting) with overprint preview turned on in Acrobat to be sure that nothing is incorrect. Items can accidentally be set to overprint in the native application. This can cause text to be very hard to read and, in the case of white text on any background, the text could disappear entirely.

**Bleed** – We require a minimum of 1/8” bleed, more is fine. All PDFs must be centered with equal bleed margins on all sides.

### Color

- Never use any color space other than CMYK.
- Black and white images should be in grayscale and have no cyan, magenta or yellow when separated.
- Spot color should not be used in projects that print process (CMYK).

**Crop Marks** – We do not require crop marks on supplied PDFs. Crop marks are fine, but please leave them (as well as any color bars or registration marks) at least ¼” outside of the trim so as to not interfere with any marks added during pagination.

**Image Area** – We require all images and text (that are not to bleed) be kept at least 3/16” inside of trim to allow for machine variance.

**Page setup** – All pages should be in single page format (no spreads) and at the same size as trim plus bleed.

### Image Resolution

- Color and Grayscale Images – We recommend images be saved at no less than 300 dpi.
- Line Art Images - We recommend images be saved at no less than 1200 dpi.

**Lines/Rules** – These should never be thinner than ½ point. “Hairline” should never be used.

**Rich Black** – We recommend the following recipe – 25% cyan, 100% black. Never use “Registration” for rich black.

### Text

- Rich Black or 4 color black should never be used for text.
- Text in a single separation should not be smaller than 4 point.
- Text in 2 or more separations should not be smaller than 6 point.
- Small type and fine serifs should not be used for reversed text.

**Total Ink Coverage** – It is best to keep the total ink at 300% or less, using GCR with medium Black Generation.

**Trap** – Please turn off any trap settings in your native application.

Feel free to call or email with any questions or for information on how and where to send test files.

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