



100 N. PARK AVENUE
PERU, IN 46970
877.533.2300
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INKWELDEALER.COM

Dealer Terms and Conditions

Customer Service Hours

8:00 am to 4:30 pm EST, Monday thru Friday.

Order Placement

Dealers are encouraged to submit all orders online thru www.inkweldealer.com. Orders submitted by FAX are subject to additional proofing & production times. Delays resulting from incomplete or unclear orders become the responsibility of dealers.

Line Limits

Many invitations can have 15 lines; over 15 lines are \$1.50 per line.

Minimum Quantities

Quantities must be ordered per Price Code blocks.

Ink Colors

All items (except envelope imprinting) are available in colored ink. Envelope imprinting available in black ink only. Orders received without color choices will be printed in black matte ink; the dealer will not be contacted.

Production Time

Production time is 48 business hours in-house after proof approval during non-peak printing periods. Non-electronic orders can add business days to proof & production time. Production time begins the next business day after orders are received/approved

RUSH Orders

Rush service is available for an additional fee (does not include expedited shipping). Your order will ship next business day if received by 1 pm EST or receipt of proof approval. RUSH service does not apply to proof time.

Proofs

A mandatory proof is required on 50+ pieces or dealer accepts responsibility for any errors. Initial proof is \$5; ea. additional is \$2.50. Production begins after proof approval. Orders will be printed as written on your order forms/approvals. Inkwell is not responsible for spelling or grammar errors not caught in proofing process.

Shipping**

\$25 and under	- \$ 6.50
\$25.01-\$50	- \$ 8.50
\$50.01-\$100	- \$10.50
\$101-\$150	- \$14.50
\$151.01 +	- 10% of order

Expedited Shipping Charges

2nd day will be an additional \$12.00
Overnight will be an additional \$17.00

Drop Ship Fee - \$5.00

Note: Shipping is based on **wholesale product cost; not retail.

Commission

All Inkwell dealers receive a 60% discount off retail prices.

Payment Terms

Automatic credit card payments thru Visa, Mastercard, American Express and Discover are accepted.

Marketing Materials

Albums or CD images are available for purchase and cannot be returned without authorization.

Dealer Samples

Samples of customer orders are available for a \$5 fee IF requested at time order is placed.

Cancellations/Changes

There will be a \$15 fee to cancel or change orders once production begins, if changes are possible.