

ORDERING INFORMATION

Website: This catalog should be used in conjunction with www.admatch.com. The ADMATCH-REGAL website is an expanded version of the catalog with complete and up-to-date pricing and ordering information on each item. Like this catalog, the website does not provide any contact information or email links to the ADMATCH-REGAL company. It is an ASI-certified "Safe Site". End-users must place their orders with qualified distributors of promotional products as we will not sell direct.

- A. To quickly find any catalog item on the website, go to the [Home page](#) and click on the **ITEM # LOOK-UP drop-down menu**. Then click on the **item number** and the **item page** will appear with all prices, including Options, and all relevant ordering information.
- B. Click on the **Specials icon** on the Home page or go straight to www.admatch.com/specials.htm to check current offers.

Pricing: All prices in the catalog are expressed in U.S. Dollars and subject to change without notice. Before ordering any item in this catalog, check admatch.com to confirm the **current** pricing or contact your distributor for verification.

- A. For order quantities between price breaks, the lower quantity price applies.
- B. For orders greater than end-quantity on price grids, contact your distributor for special quotations or check the website *item page* for quantity discounts, if available.

Artwork Preparation: The item dimensions next to the illustrations in this catalog are only approximate. On admatch.com go to the item page and download the design template of the item you are ordering. Follow the easy Artwork Guidelines on the template.

Custom Printing Colors:

- A. All custom-printed orders will be matched to your specified Pantone ink colors. If Pantone numbers are not indicated on your order, we will select the nearest Pantone equivalent to your color swatches for proof approval. The Pantone number gives us a definite target to hit on new and repeat orders.
- B. Normal Color Variations: Exact color matches to the chosen Pantone colors are not guaranteed, due to the different contents of Pantone paper swatches and the various product paper stocks. Every effort will be made to print precisely to the Pantone color.

Normal Production Time: From date of approved proof to when order is ready to be shipped from the F.O.B. point. This time frame does not include transit time to customer's destination.

Shipping: Freight will be prepaid and charged back from the F.O.B. point per the U.P.S. or common carrier rates.

- A. Title passes to consignee upon pick-up by carrier. If any shipment is refused upon delivery, the distributor is responsible for both the return and re-delivery charges.
- B. The factory is not accountable for any delivery delays due to acts of terrorism or war, port stoppages, customs inspections, trucker strikes, slow-downs, accidents or other problems in transit.
- C. Freight costs quoted by **ADMATCH-REGAL** are estimates only. Actual charges are determined by the carrier's rates at the time of shipment. The factory is not responsible for any cost differences.
- D. An insurance and handling charge of \$7.00 will be applied to each UPS shipment.
- E. Drop Shipments (2 or more locations): No extra handling charge. Minimum quantity for each drop is one standard shipping carton.

Multiple Shipments/Split Billings (applicable only to items on pages 3-12 and 26-28):

- A. Total quantity pricing can be applied to orders submitted with a schedule of partial shipments dated within 12 months of the first release.
- B. The factory reserves the right to produce and warehouse the entire order at one time.
- C. Orders are billed only when shipped. There is no warehousing charge for scheduled shipments.
- D. Any portion of the order that extends beyond the one-year period will incur a 10% up-charge and be subject to monthly storage charges (see Storage Charges below).
- E. If any portion of the order is cancelled, all finished merchandise will be charged at the full price. Unassembled printed stock will be charged at 50% of the original order price. If there is no inventory, the difference between the original order price and the price of the quantity actually shipped will be charged.

Storage Charges: Shipments refused and returned to the warehouse will be accepted and placed in a storage area at a charge of \$30.00 for the first 30 days. Thereafter returned shipments will incur storage fees of \$3.00 per case per month. Scheduled shipments held by the factory for credit reasons or by distributor's request will also be assessed monthly at \$3.00 per case.

Overruns or Underruns: We will always attempt to ship the exact quantity on your order, but with high speed printing equipment we reserve the right to ship up to 10% under or over the quantity ordered and to invoice accordingly.

Tag Line Imprint: Name of distributor with city/state and/or phone number, abbreviated as space limitations necessitate, will be imprinted in small 2-4 pt. type on each feasible product. As this service is a courtesy to the distributor, the factory cannot accept claims for tag line errors. Imported products will also identify the country of origin, as required by U.S. Customs.

Copyright Infringements: The buyer acknowledges that he/she has the authority to give ADMATCH-REGAL permission to reproduce a trademark, copyright, or patent. If the design infringes or is alleged to infringe any trademark, copyright, or patent, the buyer shall indemnify and hold harmless ADMATCH-REGAL against all judgments, damages, attorneys' fees and other expenses, and accepts full responsibility for any claims and litigation.

Catalog Illustrations: The logos in this catalog do not imply endorsement of the ADMATCH-REGAL line by the featured advertiser, nor are the illustrations intended to suggest that the imprints were designed by ADMATCH-REGAL. Logos appear only to demonstrate our imprinting capabilities.

Order Cancellations: Must be stated in writing. Minimum cancellation charge is \$25.00. Orders cancelled during production will be charged for all processing work until time of cancellation notice. Completed orders will be billed at full catalog price.

Order Acceptance: No verbal orders from distributors will be taken. Exact reprint orders by email or fax are accepted. Please do not send original of faxed order as this may cause duplication. Faxed artwork will not be accepted. New or revised artwork must be delivered or emailed to the factory for processing. All orders will be acknowledged by ADMATCH-REGAL's confirmation mailed to the distributor, which constitutes an agreement based solely on our terms and conditions regardless of those stated in the distributor's purchase order.

Our Guarantee: We guarantee our products against defects in workmanship and incorrect imprints. If we are at fault on either of these points, we will re-make your job.

MATCH TEMPORARIES . . . when you need plain matches immediately . . . our warehouse stock is available to you. Just fax your urgent order and we'll ship right away!

Item #1013/PW (plain white matchboxes) or **Item #1013/PB** (plain black match boxes). Refer to Item #1016 (page 4) for size. Price: \$210.00 per case (g) of 5,000 boxes, F.O.B. CA.

Item #2013/PW: plain white 20-stem matchbooks. Refer to Item #2035 (page 27) for size. Price: \$55.00 per case (g) of 2,500 books, F.O.B. IL.