



Custom Checklist Printing – Terms, Pricing, Approval

Custom Printing - Payment Terms

- Payment Terms
 - All payment requirements will be communicated at the time of estimate.
 - 30% is invoice-able prior to the start of production
 - Depending on the payment terms outlined in the estimate, most customers will need to pay the 30% initial payment prior to Aerobind beginning production.
 - Should the customer decide to cancel the project prior to completion, any work already performed by Aerobind will be deducted prior to issuing a credit or refund to the customer.
 - 70% is invoice-able prior to shipment
 - Most customers will need to pay 100% of invoice prior to shipment. This will depend on the existing relationship and credit worthiness and location of the customer.
 - All International customers will be required to pay 100% of the invoice prior to shipment.
- Customer Purchase Order / Signed Order Acknowledgment
 - Every customer will need to agree to the payment terms and conditions as outlined in the Aerobind estimate.
 - This customer acceptance must be confirmed through purchase order or a signed Aerobind order acknowledgment. In some cases a confirmation of terms & conditions confirmed via email will be acceptable.

First Time to Print

- Minimum Order Quantity – 15
 - We are willing to quote less than 15 units, however the price will be the same due to the required equipment setup fees. Our customers might as well take advantage of the free additional copies.
 - Customers can reduce costs by ordering 15 sets of printed checklists (text and tabs) and then reduce their order for “less than 15 sets” of covers and ring binders.

- One-time Checklist Art Setup fees
 - Aerobind charges \$60 per hour for pre-press work.
 - Aerobind charges a minimum of 2 hours (\$120) to prepare a checklist for print.
 - This one-time setup cost varies on how well the customer’s document is setup for print. This cost also varies based on the customer’s requirement that Aerobind is to make additional changes to text or graphics.
 - Customer’s should realize that if changes to the original document are requested, pre-press charges can easily increase to 6, 8 or 10 hours. This will depend on the complexity and amount of customer requested art changes.
 - Aerobind will include a firm one-time setup cost within its estimate prior to beginning any new project. This estimate will be based on the customer’s originally submitted document. If additional changes are requested the customer will be charged additional art development fees at \$60/hr.
 - If major art development work is requested after a project has begun Aerobind will revise its estimate and seek customer approval. If minor changes are requested the customer may not be notified until the final invoice is calculated. We follow this policy in the interest of keeping a given project moving forward at an acceptable pace for our customers.

Future Reprints (no art changes)

- Minimum Order Quantity – 15
 - We are willing to quote less than 15 units, however the price will be the same due to the required equipment setup fees. Our customers might as well take advantage of the free additional copies.
 - Customers can reduce costs by ordering 15 sets of printed checklists (text and tabs) and then reduce their order for “less than 15 sets” of covers and ring binders.

Pre-Production Approval Process

- Step #1 - PDF Proof
 - The customer will be provided a PDF based print proof prior to the start of production.
 - The customer must sign a “PDF approval” form before proceeding to the pre-production print proof phase.
 - It is important to highlight to the customer that any changes requested after the PDF approval phase will effect the final cost and completion date of their project.
 - All major art changes requested during this phase must be reflected in a revised invoice and the customer must confirm acceptance prior to continuing production.
- Step #2 – Pre Production Printed Proof
 - The customer will be provided a completely finished pre-production print proof for approval prior to completing production of the remaining copies.
 - The customer must sign and return a “Pre-Production Printed Proof Approval Form” before Aerobind will proceed with production of the remaining copies.
 - If customer changes are requested during this phase, the customer will be financially responsible for the art changes and the shipping expense for the second pre-production proof.
 - All charges requested during this phase must be reflected in a revised invoice and the customer must confirm acceptance prior to continuing production.