

- Please review and fill out the following options. Fill in your company information, sign and fax back to us BEFORE submitting your art.
- Next submit your art according to specifications below to: [colleen@javajacket.com](mailto:colleen@javajacket.com). You will be provided an Art Proof for your approval. **Please allow up to 3 working days for your Art Proof.**

**Art Charges** Our art department will contact you via e-mail with your first art proof. Two additional art changes are available at no charge. **Any additional art changes after your third proof will incur a \$60 art fee for each new proof required.**

**Pricing** Java Jackets are priced according to the color of paper you choose, number of ink colors, and freight. Ink setup fees may apply, and will vary according to number of colors and whether you choose Custom Flexo or Specialty Spot Printing.

**Order Quantities** Our standard minimum order quantity for coffee sleeves is 40 cases, 1300/case. Printer's Standards allow for a possible over- or under-run of up to 10% of your order that will be reflected in your final invoice total.

**Storage:** All orders requesting storage must either be pre-paid in full, or Java Jacket requires a signed Storage Agreement. Stored sleeves must be shipped in minimum 10 case increments, and all cases must be received within 6 months of our production receipt date. Any sleeves left in storage after this time will be subject to our storage fees. **Please inquire about Storage prior to ordering.**

**Lead Time** Standard Lead Time for Custom Flexo Printing is 4-6 Weeks + shipping FOB Java Jacket, Portland, Oregon, beginning from the time we receive your signed approved proof. Standard lead time for a Specialty Spot Print is 6-8 weeks +

**Payment Terms** 25% down at time of custom print approval, with the balance due in hand when your product is shipped. Other acceptable forms of payment are Visa, MasterCard, American Express, EFT or by check. Any print orders paid by check will be held until your check clears.

**Artwork Specifications** Create your artwork in Adobe Illustrator. Submit vector artwork files as PDF's, or Native Ai Documents. **Convert all Fonts to Outlines prior to saving.** Please compress EPS files before sending over the internet. **Your Photoshop artwork may not be acceptable.** (examples: tiff, jpeg, psd, bmp) Photoshop files require a minimum resolution of 1000 ppi.

**JAVA JACKET STYLE:**

*Pre-Assembled, pre-glued, 1300/ case*

**JAVA JACKET SIZE:**

- Large Size, Fits 12-20 oz. Cups
- Small Size, Fits 8 oz. Cups

**JAVA JACKET COLOR:**

- Natural Kraft Sleeve
- White Sleeve

**INK COLORS:**

\_\_\_\_\_ How many Ink Colors do you want printed on your sleeve?

**PMS COLOR NUMBERS:** (Black counts as 1 color.)

Color 1: \_\_\_\_\_ Color 3: \_\_\_\_\_

Color 2: \_\_\_\_\_ Color 4: \_\_\_\_\_

- **After you have received your Final Proof and you are ready to order your custom print:** Carefully review your Art Proof to make sure it contains correct information regarding quantity, paper color, jacket size, and PMS color numbers.
- **Print your Final Proof out on your personal printer, sign and date it, and then fax it, along with your Purchase Order & Inquiry Sheet to 503-281-6462. Then call our office at 800-208-4128 and we will set up your account and process your order.**

**Agreement: I have reviewed the above information and fully agree to all conditions stated above. The undersigned personally guarantees payment in the event the account becomes delinquent. We agree to pay all attorney fees, interest, and collection agency fees associated with the collection of the debt. Interest is 1-1/2% per month or 18% per year on the delinquent balance. My signature below indicates I am authorized to sign this contract.**

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Company Name	Email	Contact Phone		
Address	City	State	Zip	Contact Name
Guarantor (please print)	Guarantor's Signature	Date		