



InnerWorkings

Thank you for selecting InnerWorkings to assist you with the exciting process of printing your book or catalog. Please read the following instructions carefully. Contact your customer Service Representative at 800-603-2823 if you have any questions.

#### **DISCLAIMER**

Your project will be printed in four-color process using offset printing technology. Offset printing provides the highest quality of any volume printing process, but it is not an exact science. While your project is produced on state-of-the-art equipment and printed to the highest specifications, it is not possible to exactly re-create color or fine detail found in original works of art. Therefore, some reduction in reproductive quality is unavoidable and to be expected. We can assure you our systems are color profiled and calibrated so as to reproduce the CMYK values in the digital files as accurately as possible using industry standard CMYK ink densities.

Monitors and printers vary from brand to brand; what you see on your monitor or printout may not be what we see. Our Final Color Proof will be your best indicator of the color you may expect when your final printed project is delivered. It is our goal not just to meet, but exceed your expectations.

#### **SALES AGREEMENT**

All artwork, design, proofing and printing are subject to the terms of the Sales Agreement, which must be signed for approval before production begins.

#### **RETURN OF ORIGINAL MATERIALS**

If you would like materials to be returned you must provide shipping information and state that materials be returned to you. Otherwise, we will hold transparencies on hand for 180 days and digital materials for 90 days after the issue date and then destroy them.

#### **PAYMENT TERMS**

Our payment terms are: 50% at the time we receive your original materials and the balance at time of advance copies (prior to any bulk shipment). We accept payment by check, Visa, MasterCard, Discover, American Express (all credit card payments solely via Pay Pal) All rates are shown in U.S. funds.

#### **COPYRIGHT**

It is your responsibility to ensure that copyright of all artwork is owned by you or used with permission from the legal copyright owner.