

# Amarillo Affordable Signs Policies

(AAS policies 2006)

I, the undersigned Amarillo Affordable Signs “customer”, hereby signify my understanding and agreement to the following as conditions in regards the attached, approved sign order.

1. \_\_\_\_\_ Work will not be performed prior the approval of the proof(s).
2. \_\_\_\_\_ Graphic work/design, not provided by the customer is billable in thirty (30) minute increments.
3. \_\_\_\_\_ All graphics provided by the customer should be in Vector format (wireframe, outline etc).
4. \_\_\_\_\_ All formats other than Vector will be billed for the labor to convert the graphic to a Vector format (including scanned images).
5. \_\_\_\_\_ All Trademark or Copyright material needs to be provided by the client with proof of the clients right to use the materials.
6. \_\_\_\_\_ Standard order lead time is 48-72 business hours, depending on the production queue.
7. \_\_\_\_\_ Hours of operation are Monday – Friday 9am –5pm.
8. \_\_\_\_\_ Special order lead time is job dependant.
9. \_\_\_\_\_ Special orders require a 50% non-refundable deposit.
10. \_\_\_\_\_ A trip charge for onsite work (within Amarillo city limits) is \$39.00
11. \_\_\_\_\_ Rush Orders are an additional charge of 20%.
12. \_\_\_\_\_ Any change orders will affect the final price.
13. \_\_\_\_\_ Tax exempt certificates need to be on file PRIOR to delivery to be honored.
14. \_\_\_\_\_ Graphics, signs or other materials related to the order that are not picked up within twenty-one (21) days of completion will be discarded at the customer’s expense. Invoices over 30 days will be billed a late charge.
15. \_\_\_\_\_ The customer will be notified upon the completion of the order within 24 hours.
16. \_\_\_\_\_ **Payment is due at the time of pickup or within 24 hours of completion, whichever comes first.**

\_\_\_\_\_ **I understand all of the above and accept the terms for products/services rendered.**

Signature: \_\_\_\_\_

Printed name: \_\_\_\_\_

Date: \_\_\_\_\_

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**Office use:**