



PROCESSING TURNAROUND

SERVICE	RECEIVE TIME	DUE OUT	CHARGE
Regular Processing	Correct input, testing, and receipt of all supplies before 2pm (i.e. Monday)	2 Days after receipt of correct input Normal delivery turnaround (i.e. Wednesday)	
Special Processing	After 2pm-considered next day (i.e. received at 2:30 on Monday - day count starts Tuesday)	2 days after receipt of correct input (i.e. Thursday)	
Same Day (not available for Visa/MasterCard)	Before Noon	Same Day	\$25
Next Day (small quantities)	Before 2pm (i.e. Monday)	Next Day (i.e. Tuesday)	\$15

MANUFACTURING TURNAROUND

PRODUCT	TURNAROUND	REQUIREMENT	TERMS
Cards	4 – 6 weeks (dependent on current production schedules)	After signed receipt of proofs and deposits	50% deposit plus purchase order or confirmation letter confirming prices & delivery times
Envelopes Forms	15 working days	Same as above	Same as above
Cards, Envelopes, Forms	Accelerated Delivery	Dependent on production schedule	25% increase per week