

IMPORTANT INFORMATION!

Warranty and Limited Remedy, Limitation of Liability For All Products

Warranty and Limited Remedy: 3M warrants that the products will be merchantable at the time of shipment and will reasonably conform to an approved proof. THESE WARRANTIES ARE MADE IN LIEU OF ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING BUT NOT LIMITED TO THE IMPLIED WARRANTY OF FITNESS FOR A PARTICULAR PURPOSE, ANY IMPLIED WARRANTY ARISING OUT OF A COURSE OF DEALING OR OF PERFORMANCE, CUSTOM OR USAGE OF TRADE. If any product is proved to be defective, 3M's entire liability and buyer's exclusive remedy will be, at 3M's option, 1) replacement of the quantity of the product which is defective or 2) refund of the purchase price.

Limitation of Liability: 3M shall not be liable for direct, indirect, special, incidental or consequential damages based upon breach of warranty, breach of contract, negligence, strict liability or any other legal theory. The foregoing Warranty and Limited Remedy and Limitation of Liability may not be changed without a written amendment signed by officers of 3M and seller.

General Information — For All Products

Please also refer to the Conditions of Sale, Additional Charges and Product Specifications (pages 39-44) for each product.



Artwork Charges:

If supplying artwork electronically see page 48 for art preparation information.

- **Artwork charges:** When we prepare your camera-ready artwork, a fee will be charged. Estimates will be provided per individual job. **\$70.00 (G)** per hour.
- **Color Separations:** Call for quote. Minimum charge **\$350.00 (G)**. NOTE: Multiple sets, additional art charges and lead times will be quoted upon receipt of artwork. Artwork must be clean, crisp and sharp; black on white copy. No pre-screened art.
- **Templates:** Call for printing and artwork guidelines, or visit www.3M.com/templates.

Cancellation Charge:

All orders are considered firm and cannot be cancelled except on written authorization from factory. If 3M's factory authorizes the cancellation, then 3M will charge the customer a cancellation fee of **\$55.00 (X)** plus any accrued charges (artwork, proofs, materials, etc.).

Copyrights:

When orders are printed to customer's specifications, the purchaser agrees to assume any liability resulting from actions or demands brought against supplier for copyright infringement.

Exact Reruns:

No additional art charges within one year.

Reorders must include: Original 3M-to-distributor invoice number. Complete order information, i.e., size, paper color, ink color(s). **Minimum order:** Normal catalog minimums apply. Extra charges will be added for each reorder for applicable items such as metallic ink, etc.

Heavy Ink Coverage (on Post-it® Paper Products):

When 50% or more of the sheet is printed with a screen greater than 40% then there is a "heavy ink" upcharge of 15%.

Ink Charges:

- **PMS Inks:** Exact color match cannot be guaranteed.
- **Post-it® Flag Pens and Flag Highlighters:** **\$50.00 (G)** per color for 250–999 quantity. Fluorescent, non-standard metallic and special color mix **\$285.00 (G)** per color for all quantities.
- **All other products:** No additional charge except fluorescent, non-standard metallic and special color mix **\$285.00 (G)** per color.

Insert Charges:

- **Call for quote.**

NOTE: Inserts or labels must arrive at the factory within **three (3)** days of a complete order/proof approval, or the delivery schedule will be affected.

Labeling Charges:

If labels are supplied by 3M, there will be a set-up charge of **\$15.00 (G)** per set of labels and a per label charge of **\$0.15 (G)**.

Negative Retention:

3M retains negatives up to 18 months for items ordered at normal catalog minimums.

Overrun & Underrun Charges:

Orders are subject to maximum 5% overrun/10% underrun.

Paper Upcharges:

- **Recycled Paper:** 10% upcharge — canary yellow paper only. Meets Federal requirements for recycled content.
- **Neon and Ultra Paper:** 15% upcharge — Citrus, Neon Pink, Watermelon, Neon Lime, Neon Orange, and Ultra Grape. Note: It is highly recommended that black ink be used on neon and ultra paper colors.

Pricing:

Pricing subject to change without notice. Prices are based on a single product configuration. The price for a particular product configuration will be determined by the total quantity of that product configuration on a purchase order requesting a single shipment. Orders requesting multiple shipments will be priced using the total quantity of that product configuration on each requested shipment. Orders for immediate shipment bill at the prices in effect on the order date. Orders specifying a future delivery are billed at prices in effect on the requested shipment date.

Production Rush Charges:

"Rush" service may be available with handling charge — call for quote and approval. For unlisted quantities — call for quote. For normal production time on products, see individual product pages. 3M will make a good faith effort to ship orders within the production times listed in the price grids.

Quantity Pricing:

For quantities not shown in catalog — call for quote.

Shipping Charges and Requirements:

- Prices are **F.O.B.** point of shipment with transportation charges prepaid and charged. When routing is not specified on the order, 3M will use the most direct or least expensive method, at 3M's option.
- **Special Delivery Requirements:** If shipment of merchandise requires inside delivery or other special handling, instructions must be clearly described on order form. NOTE: Shippers will charge extra for this service.
- **Drop Shipments:** Orders may be shipped to more than one location. The request to drop ship part of an order to additional locations must be received with the order to ensure an accurate delivery schedule. 3M will charge **\$5.50 (G)** for each additional location and method. If

specific drop shipment addresses and/or shipping labels do not arrive at 3M's factory within **three (3)** days of a complete order/proof approval, then the delivery schedule will be affected.

- **Delay Shipments:** Orders requesting partial shipments to be made at different intervals are subject to a **\$20.00 (G)** additional charge per shipment. The entire dollar amount for product ordered, plus extra charges, will be invoiced at the time of the first partial shipment. The entire order must be shipped within 180 days from 3M's receipt of the original order. The original order must indicate the complete delivery schedule.
- **Inventory Release:** Orders requesting partial shipments to be made at different intervals are subject to a **\$65.00 (G)** additional charge per shipment. The product will be invoiced with each release as shipped and each release is subject to the **\$65.00 (G)** release charge per design. The maximum order size to qualify is catalog end column. First release must equal at least one-third of the total PO quantity. The distributor must sign agreement of these terms prior to production. The entire order must be shipped and billed within 180 days from 3M's receipt of the original order.
- **Freight Claims:** Customer is legally responsible when merchandise is consigned to carrier.

Speculative Samples:

Speculative samples are approximate representations of custom printed products. They are made for raising customer interest. Speculative sample artwork quality is only suitable to convey design concepts. A speculative sample is not a press proof.

- **There are two basic kinds of speculative samples:**

- 1) **Virtual Samples:** Computer files that are viewed on computer screen and/or printed with a desktop printer. Readily sent via e-mail as PDF files. Virtual samples are available for all products shown in the catalog.
- 2) **Prototypes:** Physical mock-ups; usually made of paper. Prototypes are subject to availability.

- **Art Requirements:**

Artwork and layout instructions are needed with all speculative sample requests. Three types of artwork can be used:

- a) Mechanical — literature, label, photo, etc.
- b) Digital Files — including: .eps, .tif, .jpg, .ai, .bmp
- c) Internet — images downloaded or captured from the web (.jpg or .gif). Must be cropped to show intent.

NOTE: 3M will not create original artwork such as photography, illustrations or most typeset copy for speculative samples.

- **Pricing:** Pricing varies by product and complexity of design. Call for pricing and additional information on how speculative samples can be ordered.

Fast, Easy, and Convenient — Deliver your art production files electronically! Details on page 48.