

## Branding Terms & Conditions

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### Acceptable file formats:

- Vector artwork is preferred - (.CDR / .EPS / .AI / .PDF / .FH)
- We accept PC format artwork only.

### Tips to help you prepare your artwork:

- All fonts must be converted to curves to avoid font substitutions.
- Please include font and size if typesetting is requested.
- Artwork for multi-colour imprints should be sent as a colour separated file (exceptions: digital printing).
- Formats we do not accept: Word files, .gif, .jpeg (under 600dpi), Power Point.
- Layout approval will be sent to you for sign-off.
- Brown cow Productions & Events cannot take responsibility for non-delivery of orders if layout approval is not received.
- Branding will only commence once full payment for stock and branding has been received and artwork has been approved.
- If cheques are deposited branding will only commence once payment has cleared.
- Delivery dates are quoted from the day after artwork approval and receipt of payment - whichever is later.
- Amendments made to proofs will result in a delay to delivery date. Should you require changes, we will issue a new layout for final proofing before production commences.

### Artwork Fees:

- Artwork received in the correct format will not be charged for.
- Artwork not received in the correct format will attract a redrawing fee. This fee will accommodate 3 further changes to the layouts, where after any additional changes will be charged per change.
- Branding cancelled after layouts have been generated will be charged for.