

Atlanta Shirt Shop Terms and Condition
(the fine print)

404-756-2422 524 West Atlanta St SE Marietta, GA 30060 info@atlantashirtshop.com

Payment: (we like getting paid promptly for our work)

All orders require a deposit or full payment before Atlanta Shirt Shop will start any work. No orders will be released until full payment has been made via cash, check, money order or credit/debit card. A 3% convenience fee will be added to all credit/debit card transactions. Unless you are a 'reseller' we are required by law to charge you sales tax. Any unpaid balances will be sent to collections after 30 days. We reserve the right to refuse service for any reason.

Screen Set Up Fees / Ink Changes: (we charge for these)

Atlanta Shirt Shop charges 30\$ per screen for new set ups and 20\$ per screen for reorders assuming there is no change to the art. Ink changes are 25\$ per and no ink changes will be done for less than 20 pieces.

Artwork: (if it's not submitted properly we charge to fix it for you)

Artwork/files must be submitted in the appropriate format, and correctly sized for printing. Please ask or check the online FAQ if there are any questions about acceptable files. Please provide the font you want used or outline it in the art file. Any art submission that requires separations, recreation, or has additional design requests is subject to art fees at a rate of 50\$ per hour with a one hour minimum charge. Maximum print size is 15" across x 18" long we do not offer oversized printing services. Standard print sizes can be found in the online FAQ. We will use standard print sizes unless otherwise detailed on your work order. If you have a wide variation in your garment sizes, we will size the art to fit on the smallest garment in your order. Artwork files, films and screens remain the property of Atlanta Shirt Shop and will be archived or discarded at our discretion.

Turnaround Time: (10 business days unless it is a rush)

Atlanta Shirt Shop is generally 10 business days out from when we receive APPROVED artwork and a deposit. Shipping time is not included in standard turnaround, and expedited shipping is available. Sometimes we cannot accommodate quick turnaround requests due to our current schedule, availability of garments, weather or other situations outside of our control. If you have a critical due date please let us know in time to complete your order. We do offer a rush service which is 200\$ for next day, 100\$ for 3-5 day, and 75\$ for 6-9 day, per 100 pieces or less. Please keep in mind that not all orders can be rushed, a determination about rush service will be made before you pay any deposit based on availability. All orders are put into rotation in the order they are received. If we can get your order completed before the due date that is written on your order, we will inform you via telephone or email that your order is ready for pick up. Our delivery service is 75\$ within 25 miles, 100\$ for more than 25 miles and doubled for more than 4 boxes.

Customer supplied garments: (please clearly label your items)

All garments supplied to Atlanta Shirt Shop for screen printing must be new and unwashed. Garments must be sorted and clearly labeled for each design. Individually bagged items must be unbagged and sorted by size. Any unbagged or unsorted orders are subject to a .50 per garment sorting fee. You must supply a detailed list of garments supplied, and detail which design and colors will be printed on those garments. You must label your box or boxes with your name prior to dropping them off.

We will not charge for any misprints that may occur, and in cases where the garment is easily replaced with a similar style, we will do so. If you have a specialty item or garment, we will not replace or refund any misprinted items. Industry standard is 2% for misprints.

Media: (we like to promote)

All production by Atlanta Shirt Shop is subject to photography and/or video documentation, not limited to advertising or portfolio purposes unless otherwise requested by you in writing. (below)

Cancellations / Returns: (accepted on a case by case basis)

Cancellations will not be accepted if you have already approved the work order and paid a deposit. Returns will be accepted on a case by case basis. Once a deposit has been received, we will not accept any cancellations and your deposit may not be refunded to you. Your work order/invoice serves as a confirmation of contracted printing services to be carried out. Return claims must be made within 48 hours. Contact us immediately if there are any problems with your order. It is at our discretion whether a return or refund will be granted. We will only exchange or refund unworn and unwashed garments. Partial returns may be accepted, and generally we will refund the cost of the garment and the printing price. During the screen printing process sometimes misprints happen, and the industry accepted standard for misprint is 2%. Atlanta Shirt Shop and its employees strive to never misprint an item, and in some few cases this is just not possible.

☆☆ We appreciate your business and look forward to providing you with quality service! ☆☆

- 1) Is it okay to use photographs for social media and promotional reasons? ___yes ___no ___initial
- 2) I agree to pay for services rendered.
- 3) I understand and agree to these terms and conditions.
- 4) If you are receiving this via email, or unable to sign, your deposit and/or verbal approval will act as acceptance of these terms and conditions.

SIGNATURE: _____

DATE: _____