

## **Blackpen General Information**

### **Blackpenbyimc.com**

**ACKNOWLEDGMENTS:** All orders are acknowledged in writing by IMC. Any changes to an order must also be acknowledged in writing before proceeding with the order.

**ARTWORK:** Electronic File: Please email artwork and any instructions to customerservice@imc-miracles.com. If logo has been on file for two years or more, artwork must be resubmitted and a setup charge will apply.

**ARTWORK CHARGES:** If artwork needs to be touched up, reconstructed, converted to a vector EPS, color separated or manipulated in any way, art charges will be incurred. These charges will be acknowledged before proceeding with the order. Artwork that requires manipulation may add additional time to production. Graphic services are billed at \$43.75(G) per half hour. For typesetting requests, there will be a charge of \$18.75(G).

**CHANGES OR CANCELLATIONS:** Any change to, or cancellation of, an order in process will be subject to all costs incurred to date as well as a \$62.50(G) cancellation charge. Changes to a purchase order must be acknowledged in writing before IMC can resume processing the order.

**DISCONTINUED STYLES/COMPONENTS:** IMC reserves the right to discontinue any item, packaging, component, or style without notification.

**DROP SHIPMENTS:** Orders that require shipments to more than one destination are subject to a charge of \$8.00(G) per location. Drop ship address list must be submitted to IMC no later than 3 business days prior to scheduled ship date, MS Excel document preferred.

**EXPORT SHIPMENTS:** Orders for export requiring documentation will incur a \$30.00(G) handling charge.

### **IMPRINT**

Laser engraved or screened setup is \$40.00(G) per logo/position. All laser engraved re-orders have a repeat setup charge of \$25.00(G) per logo/location. All screened re-orders have a repeat setup charge of \$25.00(G) per color/location. Extra laser location is \$.30(G). Extra screen color/location is \$.20(G) per unit. For oxidation (on metal pens only), add \$.35(G) per unit. Custom color match is \$45.00(G). Custom color matches are available but cannot be guaranteed to be an exact match, particularly on colored surfaces.

Catalog images are not necessarily to size. They illustrate basic styling and workmanship only. Imprint and product color variations may occur from the catalog to final product due to lighting and angle of photography.

### **LARGE QUANTITY PRICING**

For quotations on quantities above those shown in the catalog, please contact IMC.

**LESS THAN MINIMUM**

Less than minimum add \$43.75(G).

**OVER/UNDER RUNS**

A 5% over or under run will deem the order complete. For exact quantity orders, please add 5% to the price of the item.

**PACKAGING**

Bulk, in master cartons. Custom packaging is available at an additional cost. Contact IMC for special quotations based on individual requirements. IMC reserves the right to change packaging style and/or color at any time.

**PERSONALIZATION**

All names must be provided in a MS Word document or MS Excel file and saved in the format (upper/lower case, etc.) in which they will be laser engraved. Setup is \$40.00(G), plus \$1.00(G) laser run charge per name.

Personalization Typestyles

1. Arial
2. Times New Roman
3. Times New Roman Italic

**PRICING**

All prices in the Blackpen Catalog are subject to change without notice. Prices in this catalog are effective at time of publication. Current product pricing is available at [www.blackpenbyimc.com](http://www.blackpenbyimc.com) and these prices will prevail. All pricing must be verified and confirmed by IMC. IMC is not responsible for errors and omissions by online research tools.

**PRODUCTION TIME**

Standard production time is 7-10 business days from receipt of completed purchase order, acceptable artwork (see ARTWORK), and paper proof approval (if requested). If pre-production sample is requested, this will add additional time to the production schedule. Every effort is made to deliver merchandise within the stated time frame. However, we are not responsible for our inability to fulfill orders due to strikes, acts of God, customs clearance, material shortages, or other circumstances beyond our control. Rush service is not available.

**PROOF SAMPLE PRIOR TO PRODUCTION**

Upon request, a pre-production paper proof will be prepared for \$15.00(G). Please add 24-48 hours to production. Revisions to paper proof \$10.00(G) each additional. An actual pre-production sample can be prepared with a handling charge of \$37.50(G) plus the standard order setup charge. Proof samples can add 1 to 4 weeks to any given delivery, check with IMC for specific quotes.

## **REFILL INFORMATION**

Please contact IMC for specific refill information.

## **RETURNS**

Returned merchandise will not be accepted without prior written IMC authorization. Unimprinted merchandise must be returned within 30 days from the purchase date, and there is a 10% restocking fee plus the cost of any damaged goods. IMC must be notified within 15 days from receipt of shipment of any damage or shortage of goods.

## **RUSH ORDERS**

Rush service is not available.

## **SALES TAX**

Sales tax will be charged on all orders sold, or shipped, to California, Michigan, New Jersey, New York or Texas unless the appropriate Sales/Use Tax certificate for the applicable state is on file with the IMC Credit Department.

## **SAMPLES**

Random samples are available at no charge up to \$18.75(G), plus freight. Additional samples are billed at the first column price, plus freight. Random samples are not returnable for refund.

Blank samples are available however; ship date is 7-10 business days from receipt of purchase order. All blank samples may be returned within 30 days of purchase date provided product is returned in pristine condition (at IMC discretion) in the packaging in which the product was received. The customer is responsible for freight to ship the sample(s), as well as the return freight to IMC.

## **SHIPPING**

All shipping weights shown in this catalog are approximate. There is a \$1.88(G) charge per carton for freight and handling. All cartons containing merchandise valued in excess of one hundred dollars will be insured and charged as freight and handling. If the freight charge is billed to a third party account, the declared value of the carton will be forwarded to the carrier to be charged to the third party account. All merchandise is shipped FOB Los Angeles. Unless a specific method is indicated with the order, we will use our judgment and ship via the best and most suitable means of transportation. Delivery address changes must be submitted in writing no later than 3 business days prior to scheduled ship date. All efforts to accommodate last minute changes will be attempted. Upon notification by carrier, additional charges for residential delivery, address correction or incorrect account number will be invoiced at \$6.25(G), \$12.50(G), and \$20.00(G) respectively. International shipments bill to third party carrier account and require U.S. company account number for shipping and brokerage charges and V.A.T. importer number, R.F.C. number, or tax identification number for duty and taxes. Any trailing charges will be invoiced after carrier invoice is processed.

### **SPECULATIVE SAMPLES**

Speculative samples can be produced for \$62.50(G) for up to three pens with the same size logo and imprint method and color. Each additional item billed is the first column price. If an additional imprint method is required, there will be an added charge of \$62.50(G). For multiple screen imprint colors, additional setup and run charges apply.

### **TERMS**

Terms will be extended to those companies whose credit standing has been approved by IMC. A line of credit cannot be established, nor can terms be extended without the IMC credit application and resale certificate being completed, signed, returned and processed prior to shipment of your first order. VISA®, MasterCard® and Discover® credit cards will be accepted for payment of deposits prior to shipping and open invoices upon the completion and return of an approved credit card authorization form.

### **TRADEMARKS/LOGOS**

IMC assumes no responsibility for determining who does or does not hold claim to a trademark or logo. Logos or trademarks depicted herein are to show design capability only. These designs are not available for sale and do not imply endorsement of any product within this catalog. Logo-bearing merchandise can only be purchased by or through the company to which the logos or symbols belong.

### **UNIMPRINTED MERCHANDISE**

Deduct \$.20(G) from column price.

### **VIRTUAL RENDERINGS**

Virtual renderings can be produced for \$31.25(G) for one item with a one location laser or one color screened logo. For each additional item with the same logo, there will be a \$12.50(G) charge

### **WARRANTY**

All IMC products are manufactured to the highest standards, using the finest precision-tooled components available. All IMC products are guaranteed against mechanical or structural failure regardless of age and will be replaced when returned to IMC. In all cases, this warranty does not apply to the product finish, logo imprint, willful or unintentional misuse or damage, loss or theft. IMC cannot replace the product with a corporate logo on it or guarantee the availability of the exact item. If the item is no longer available, IMC will substitute it with a similar item of equal value. This warranty gives you specific legal rights, and you may also have legal rights that vary from state to state.