

The Smallprint Co.



LETTERPRESS & DESIGN

Terms & Conditions

Timings

Please allow plenty of time before your deadline for creating artwork. We recommend two weeks to allow for discussions on the brief, design / illustration and proofs. We aim to turn print around within 3-5 working days from the finalised brief, dependent upon alterations. Rush jobs (within the timeframe stated above) incur an additional fee of £25 per job.

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Payment

- Payment is required in full prior to release
- Cheque - please allow time for cheques to be processed before production can begin

Payment is welcome by card, BACs and PayPal.	
Bank Details: Sort Code: 090128 Account Number: 38628493 Account Name: The Smallprint Company	PayPal Invoice on request. Please note that PayPal incurs a 5% surcharge
Please Note Card payments are accepted instore only.	

Delivery

UK and overseas delivery charges are additional to the estimate we provide. As each commission is different, we advise on postage costs at time of balance request.

Paper

Marcate Old Mill stock is supplied in Bianco and Colorplan is supplied in Pristine White. Other papers are available upon request. Prices will alter for other colours / papers and we are happy to advise.

Artwork

If you are providing artwork please supply in suitable print ready formats to achieve acceptable outcomes. Elements that must be considered, though not inclusive, are correct colour settings, resolution and file delivery (PDFs are preferred). Any assistance that is required in making the artwork print ready is chargeable at £25 for the first hour and £20 per hour thereafter. Please see the separate *Technical Specification* sheet for more details.

Additional print processes: Digital and Litho

The Smallprint Company offers some digital print in-house. In some circumstances, an element of the design may require alternative commercial digital or litho print applications. We are happy to recommend printers that can assist you with this element and we can advise on requirements for receiving artwork for all print processes (digital, litho and letterpress). The Smallprint Company can broker this element if required. A brokerage fee of £95 is applicable in addition to any service undertaken by The Smallprint Company. Please note that using third party suppliers may delay the process significantly.

Disclaimer

The Smallprint Company cannot be held responsible for:

- Incorrect artwork or data being supplied
- Delays to the timeline caused by incorrect artwork supplied by third parties
- Delays created by third party suppliers

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- I have read the Terms and Conditions.
- Please tick the box if you would not like to receive information and newsletters about *The Smallprint Company* from time to time.
We do not pass your information onto any other parties.

Page | 2 *Signed*

Dated

Please return this form to hello@smallprintcompany.co.uk or by post to The Smallprint Company, Friary Villas, 2-3 Friary Street, Derby DE1 1JF