

The Smallprint Co.



LETTERPRESS & DESIGN

Terms & Conditions

Matching colours

Standard colours are included in the price. We are happy to match colours if a sample or a pantone reference is supplied. Please note that we hand mix colours which will achieve a very close approximation of the colour you require. Pantone references are needed to produce the desired colour which we can discuss in more detail if requested. Digital proof colours will vary from actual printed colour. Metallic colours do not achieve a metallic sheen on uncoated papers. Uncoated papers include all house ranges; Cairns, beer mat board, Colorplan, Somerset, Fabriano and Cranes.

Paper

Colorplan stock is supplied in Pristine White. We carry some cotton papers in stock and others are available upon request. Prices may alter for other colours / papers. We are happy to advise.

Artwork

Please supply artwork 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.

Proofs

We are happy to provide a proof or colour swatch either, photographically, digitally or by post (delivery charge applies). Please note that charges are incurred for full proofs and will be advised on request.

Additional print processes: Digital and Litho

In some circumstances, an element of the design may require alternative commercial print processes such as digital or litho 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.

Timings

Please allow plenty of time before your deadline. We recommend a clear month to allow for discussions on the brief, design / illustration and proofs. We aim to turn print around within 10-15 working days from the finalised brief, dependent upon alterations. Rush jobs (within the timeframe stated above) incur an additional fee of £49 per job.

Payment

- A 50% deposit is required to begin the design and proof process
- The balance is due in full prior to release
- Cheques - please allow time for cheques to be processed before production can begin

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

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Delivery

UK and overseas delivery charges are additional to the estimate we provide and will be confirmed at time of balance request.

Disclaimer

The Smallprint Company cannot be held responsible for:

- Incorrect artwork or data being supplied
- We cannot guarantee exact colour matches but we will endeavour to match as closely as possible
- Delays to the timeline caused by incorrect artwork supplied by third parties
- Delays created by third party suppliers

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.

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