



## WELCOME TO JG GRAPHICS

### *Quick Guidelines*

#### ORDER SUBMISSION:

- All orders must be submitted through the following:
  - Customer submits order - Online form, email, social media, walk-in, etc.
- All order submissions must include:
  - Artwork - Placement, imprint color/size corresponding to garment color.
  - Blanks Information - Products used, quantity, size breakdown
- Order information will be sent back in a proposal for final approval.
  - Proposal must be approved through Printavo only (not phone or email).

#### PRODUCTION SCHEDULE:

- Regular Production is 7-10 days from approved Proposal.

#### PAYMENT:

- We accept cash, checks, and all major credit cards.
- A final invoice payment will be sent after job completion to be paid in full.
- Rush charge schedule is as follows:
  - 3-4 Business Days - 25% Rush Charge
  - 2 Business Days - 35% Rush Charge
  - 1 Business Day - 100% Rush Charge

#### PICK UP / DELIVERY:

- Pick up available during business hours (M-F / 9-4)
- Shipping available if included in original order / Purchase Order

#### CONTACT

General: [info@jg.graphics](mailto:info@jg.graphics) | Sales: [sales@jg.graphics](mailto:sales@jg.graphics) | Design: [design@jg.graphics](mailto:design@jg.graphics)

#### FULL DETAILS:

*For full JG Graphics full General Guideline visit the following:*

*[www.jg.graphics/pages/forms](http://www.jg.graphics/pages/forms)*