



## WELCOME TO JG GRAPHICS

### *Quick Guidelines - FEES*

#### RUSH FEES:

- Additional charges - Approval Date vs Due Date:
  - 25% | 3-4 Business Days - 35% | 2 Business Days - 100% | 1 Business Day

#### LATE FEES:

- Additional charges - Past Net 30:
  - 5% | 1-15 days - 10% | 16-30 days - 25% | 31-60 day - 50% | 61+ days

#### ARTWORK:

- Proofing Adjustment(s)
  - Two Free requests - \$5 per additional request.
- Artwork correction(s)
  - \$25 base fee to convert unusable file type to vectorized artwork.

#### DESIGN:

- \$65/hour - Design Work ONLY (1hr Minimum)
- \$45/hour - Design Work and goods ordered with design (1hr Minimum)
- \$25 per design - Vectorization
- \$25 per design - Digitization

#### COLORS:

- \$25/each - Pantone matched color(s).
- \$25/each - Color Change (Screen Print / Embroidery)

#### SHIPPING:

- \$25 charge - Flat rate charge (per box).
- \$15 charge - Incorrect shipping information provided.

#### CONTACT

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

#### FULL DETAILS:

*For full JG Graphics General Guidelines visit the following:*  
[www.jg.graphics/pages/forms](http://www.jg.graphics/pages/forms)