

**Proof Reference**  
**Customer**  
**Logo Name**

PR2234771  
WMCI Tech Club  
WMCI Tech Club

Your Virtual Proof

**Name**  
**Creation Date**

Note - White  
26 Sep 2016



SCREEN  
PRINTING



### Pantone® References

654c

427c

white

### Your Proof Check List

- ☐ Spelling of text, web address etc
- ☐ Orientation of logo/text
- ☐ Size and positioning of logo/text
- ☐ Pantone® color refs (if applicable)
- ☐ Abnormalities in the logo appearance
- ☐ Check your company brand guidelines

**i** If confirmed, your virtual proof represents the basis for our internal factory production order. Please check it carefully and notify us of any changes required. There is no charge for requesting proofs - feel free to request as many proofs as you like of any of our product range.

## How can I order from Flashbay?



[Complete our online form](#) and we will email you a full price list, post samples, and provide an image mockup showing how your logo looks on the product (we call this a '[Virtual Proof](#)'). An account manager will be assigned to you to guide you through this process, there is no obligation to order. Note: Sending us your logo in a high resolution or vector file format will speed up the process.



**Review** the virtual proof we email you, request as many changes as you wish, ask for any additional information you require.



**Order Online** - retrieve your password, then login to our customer centre and use the '[Order tool](#)' - it's quick and easy. You can also order via your Account Manager - email him/her with an order confirmation or purchase order. State the quantity, memory capacity, accessories, delivery and billing address along with any other relevant information. Please remember to attach the Virtual proof you wish to confirm.

## So what happens to my order now?



**Production and Customisation:** Our production, printing and engraving teams will process your order according to the scheduled sales order system information and the virtual proof record attached to your sales order which you have approved prior to the sales person scheduling.



**Quality Control:** Once the goods have been carefully assembled, printed or engraved by the respective teams, your order is passed to our 30 staff strong fully ISO accredited Quality Control team which will test the function of every item as well as the appearance of the custom print or engraving.



**Shipping and Accounts:** Once the quality control team has completed their 100% check of every item of your order, our packaging team carefully prepares your order for shipment. Simultaneously, our finance team checks on payment and credit account status to ensure fulfilment of your order without delay. A tracking number of your order will become available in your customer account after the goods have been shipped with UPS.

## What about payment?



Having placed your order we prepare to start processing it immediately. Before we ship the order however we need to have received payment from yourself unless you have agreed credit terms with us. Having placed your order you will be emailed instructions on how to pay, its quick and simple - we accept all methods from credit card to bank transfer. For some repeat customers, public sector and larger companies we can offer credit terms.

## How long does this all take?



Very quick - normally 5 working days from order to delivery. Say you order 250 Classic USB flash drives printed with your logo in 4 colors and pre-loaded with your data - you can have them just 5 working days from today. If you want 5000 logo printed USB flash drives, chances are you can have them this time next week too. In fact our research shows that on average we are by far the quickest suppliers for logo printed USB products in the world.