

Shipping & Payment Info ORDER FORM

Please fill in as completely and neatly as possible.
If you have questions, please call us!

RED MOON
STUDIOS
imagine > design > print

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SHIPPING AND PAYMENT INFORMATION - PAGE 2 of 2

SHIPPING INSTRUCTIONS

	PRIMARY SHIPPING ADDRESS	SECONDARY SHIPPING ADDRESS
1	<div><div>PRIMARY SHIPPING ADDRESS</div><div>Contact Name: _____ Company: _____ Address: _____ Address Line 2: _____ City/State/Zip: _____ Phone: _____ Notes: _____</div><div><input type="radio"/> Commercial <input type="radio"/> Residential</div></div>	<div><div>SECONDARY SHIPPING ADDRESS</div><div>Contact Name: _____ Company: _____ Address: _____ Address Line 2: _____ City/State/Zip: _____ Phone: _____ Notes: _____</div><div><input type="radio"/> Commercial <input type="radio"/> Residential</div></div>
2	<div><div>PRIMARY SHIPPING METHOD</div><div><input type="checkbox"/> Willcall/Pickup <input type="checkbox"/> Call For Shipping <input type="checkbox"/> UPS Ground <input type="checkbox"/> UPS 3-Day <input type="checkbox"/> UPS 2nd Day Air <input type="checkbox"/> UPS 2nd Day Air A.M. <input type="checkbox"/> UPS Next Day Air Saver <input type="checkbox"/> UPS Next Day Air <input type="checkbox"/> UPS Next Day Air A.M. <input type="checkbox"/> Trucking <input type="checkbox"/> Southwest Collect <input type="checkbox"/> AmericaWest Collect <input type="checkbox"/> Continental Air Collect <input type="checkbox"/> Delta Dash</div><div><input type="checkbox"/> Client FedEx Account # _____ please write account # <input type="checkbox"/> Client UPS Account # _____ please write account # When choosing your own account please check your preferred shipping method. <input type="checkbox"/> See Notes for Shipping</div></div>	<div><div>SECONDARY SHIPPING METHOD</div><div><input type="checkbox"/> Willcall/Pickup <input type="checkbox"/> Call For Shipping <input type="checkbox"/> UPS Ground <input type="checkbox"/> UPS 3-Day <input type="checkbox"/> UPS 2nd Day Air <input type="checkbox"/> UPS 2nd Day Air A.M. <input type="checkbox"/> UPS Next Day Air Saver <input type="checkbox"/> UPS Next Day Air <input type="checkbox"/> UPS Next Day Air A.M. <input type="checkbox"/> Trucking <input type="checkbox"/> Southwest Collect <input type="checkbox"/> AmericaWest Collect <input type="checkbox"/> Continental Air Collect <input type="checkbox"/> Delta Dash</div><div><input type="checkbox"/> Client FedEx Account # _____ please write account # <input type="checkbox"/> Client UPS Account # _____ please write account # When choosing your own account please check your preferred shipping method. <input type="checkbox"/> See Notes for Shipping</div></div>

PAYMENT INFO

☐ CREDIT CARD

☐ Visa ☐ MasterCard ☐ American Express ☐ Discover

Card # _____ Exp Date: _____ C.V.V. Code: _____
3 Digits On Back
AMEX - 4 Digits on Front

Card Holder's Signature _____

CREDIT CARD ADDRESS - IF DIFFERENT FROM PAGE 1

Name on Card: _____

Company: _____

Address: _____

Address Line 2: _____

City/State/Zip: _____

Phone: (____) _____

Fax: (____) _____

TERMS AND CONDITIONS

CUSTOMERS: If you are placing this order in the name of a company, you must be legally authorized to place this order for the company. **PRICING & QUOTATIONS:** Prices published on the Red Moon Studios website are subject to change without notice. Every effort will be made to notify clients of price increases in advance. Quotations, either emailed or faxed, will be honored for up to 30 days after the quote date. Published prices on the Red Moon Studios website are based on clients supplying digital files prepared according to the guidelines on the Red Moon Studios website. Failure to setup files according to these guidelines may result in additional charges. Changes made by Red Moon Studios to client supplied files can be subject to extra charges. **TERMS OF SALE:** Red Moon Studios accepts cash, personal and company checks, money orders, Visa, MasterCard, American Express and Discover. In the event that a check is returned for non-sufficient funds, the Client will be required to pay a \$25.00 NSF fee to Red Moon Studios. In the event of non-payments that lead to dispute and/or litigation, the Client agrees to pay all legal and collection fees incurred by Red Moon Studios. **SALES TAX:** All California orders are subject to sales tax. If customer is tax exempt, exemption certificate must be sent or faxed to us with your first job. **PRODUCTION & TURNAROUND:** Orders begin ONLY after they have been "received" and successfully completed our initial processing. Orders are considered "received" and are put into production ONLY when the following three conditions have been met: (1) an ORDER FORM has been completely filled out and it accurately describes your project. (2) all files have been correctly submitted. (3) payment has been made (unless you have terms.) **PROOFING, COLOR MATCHING & PRINT QUALITY:** Most products ordered through Red Moon Studios are "gang printed." Red Moon Studios will reproduce color from digital files as closely as possible, but may not exactly match color and density due to limitations in the proofing and printing process, as well as neighboring image ink requirements. A reasonable

variation in color between original materials, proofs and the completed order, will be considered acceptable print quality. Clients must provide high resolution images suited to the offset printing process. Red Moon Studios is not liable for images printing poorly due to the Client providing low resolution images. Clients must provide all full color printing images in CMYK format. Red Moon Studios is not responsible for any color shift that occurs in conversions from RGB to CMYK color modes. Full color jobs that contain large solid areas of black ink should have the black set up as Rich Black (see File Specification section of website). Red Moon Studios will not be responsible for printing a consistent, solid and rich black if the Client has not set up their files accordingly. **COMPLAINTS:** All complaints must be made within 10 business days of receipt of the job. Orders with manufacturing errors and/or defects will be rerun on the next available print run at no charge to the client, at the discretion of Red Moon Studios. Red Moon Studios's sole liability shall be limited to reprinting of the order. **ERRORS AND OMISSIONS:** Red Moon Studios is not responsible for errors and omissions approved by the Client. The Client is solely responsible for errors missed during the proofing process of either artwork supplied by the client or artwork created by Red Moon Studios. **INDEMNIFICATION:** The client will indemnify and hold harmless Red Moon Studios from any loss, expense, and damages arising out of violation of copyright or trademark laws from the illegal use of images, photographs, slogans, trademarks, or graphical work supplied by the Client. **DELIVERY & SHIPPING:** All posted turnaround times are approximate and although Red Moon Studios will make every effort to meet these delivery times, Red Moon Studios will not be liable for any costs or damages resulting from deliveries made later than expected to the Client. Delays or damage during shipping are the sole responsibility of the carrier providing shipping services. Red Moon Studios is not responsible for delays or damage caused during shipping.

By placing an order, you are forming a legally binding contract with Red Moon Studios, for products and services, and you agree to be bound by these Terms and Conditions.

Signature: _____

Date: _____

Print Name: _____