



**1. Print Readiness.**

No charges are incurred if artwork files are supplied in acceptable print ready format. All files need to be sent in PDF format unless otherwise specified.

**2. Licensing.**

It is the responsibility of the client/customer to obtain all necessary rights and licences required to reproduce logos or artwork that are provided to us for printing.

**3. Loss of Artwork.**

All artwork provided to us must be a copy of your original. Please be advised that we accept no responsibility for the loss of original artwork files that are provided to us.

**4. Charges.**

We have an experienced designer who is happy to assist you with the setup and/or design of your product. Fees for this service are charged at a fixed or hourly rate depending on the project. All relevant costs will be included on your quote.

**5. Proofing.**

When proofing artwork electronically, colours seen onscreen should not be considered a 100% accurate representation of the final printed product. Any colour references are to be provided with the design brief. It is also the full responsibility of the client/customer to double check that all information and details displayed in the artwork are correct to avoid the cost of reprinting. Costs associated with reprinting due to incorrectly proofing artwork, will be the responsibility of the client/customer.

**6. Artwork Variations.**

When you sign for the acceptance of the quotation, it is based on the understanding that variations to the finalised artwork proof will incur additional costs. These costs will be based upon the quantity and complexity of the changes.

**7. Copyright ©.**

Any proof provided to a client remains the property of Zavita. Digital or physical reproduction of said artwork without written permission (for purposes other than proofing) is not permitted and is an infringement of copyright law. All original artwork, designs and layouts are owned by Zavita.



## QUOTATIONS

### 1. **Validity.**

All quotations are valid for 14 days from the date of the quotation, unless otherwise specified. Prices are subject to change thereafter.

### 2. **Quotation Variations.**

Product details will be displayed on your quotation. Your signed acceptance of the quotation is based on the understanding that changes to the quantities, product specifications and/or finalised artwork proofs will incur additional costs.

## PRODUCTION TIME

### 1. **Variations.**

Production times will be advised on your quotation as they vary with individual job/ product/ order specifications. Although every effort is made to meet the agreed deadline, we cannot take responsibility for factors outside our control.

## PAYMENT TERMS

### 1. **Payment Methods.**

The following payment options are available:

- Cash
- Direct Deposit
- GoPay

Credit card payments will soon be accepted.

### 2. **Deposit.**

All work over \$300 requires a 50% deposit on placement of order. For orders with a value less than \$300.00, full payment is required on placement of order.

## OWNERSHIP OF PROPERTY

### 1. **Ownership.**

All goods will remain the property of Zavita, until all associated costs are paid in full. All artwork proofs submitted to the client for approval remain the property of Zavita. All original artwork, designs and layouts are owned by Zavita.



## **REFUNDS AND RETURNS**

### **1. Returns.**

Returns will only be accepted if goods are not supplied as per order or at an unreasonable quality. Returns must be reported in writing within 7 days of pickup/delivery. No returns will be accepted without a return authority which can be obtained from us. Zavita aim to provide our customers with the highest quality service combined with the ideal product to suit your specific needs. If you do have a returns enquiry, please call or email us to discuss your options.

**Terms and Conditions are correct at time of publication (14/05/2020).**

**All Terms and Conditions are subject to change.**



## Artwork Specifications

The following artwork specifications are required for accurate printing. If you have any queries, please don't hesitate to contact us.

We will only accept artwork files as PDF finished artwork.

The PDF file must be flattened with Adobe distiller or similar, to ensure correct viewing of artwork. Multiple page art to be supplied as one up artworks per page.

## FILE TYPE

Zavita cannot accept responsibility for errors due to files being supplied incorrectly.

Please contact us should you require any additional information or clarification on these specifications.

## COLOUR FORMAT & COLOUR MATCHING

All colours must be supplied in CMYK (Cyan, Magenta, Yellow & Black) No RGB. This includes fonts, graphics or images used within the documents.

Signage - Wide Format

We can accept CMYK, RGB and Pantone colours. To ensure colours are correctly and consistently reproduced, supplying correct colour references using the Pantone Matching System (PMS) is highly recommended.

Note: If you require a specific colour and do not have a reference, we can provide a colour proof on the specific media, this service may incur a fee. Panther Window Tinting Group cannot guarantee colour matches of client/customer supplied art files that are supplied without reference. Should you require a colour sample please contact us.

## FONTS AND TEXTS

All fonts used in the artwork must be converted to curves/outlines before exporting the file for printing.

## IMAGE QUALITY

A minimum of 300dpi is recommended, the higher the resolution the better.

## BLEED

A minimum of 10mm bleed for signs and 2mm bleed for smaller work is required.

“Bleed” is a term which refers to the extra colour that extends beyond the edges of the final document, which is trimmed in the production process.

**In summary sending us the correct file format and following our specifications means there will be no delays printing your file. If your artwork requires changes to bring it up to our specifications an artwork change will be applied.**

