

PRINTING TRADE STANDARDS

- Quotation:** A quotation not accepted within thirty (30) days is subject to review.
- Orders:** Orders regularly entered, verbal or written, cannot be cancelled except upon terms that will compensate printer against loss.
- Experimental Work:** Experimental work performed at customer's request, such as sketches, drawings, composition, plates, presswork, and material will be charged for at current rates.
- Preparatory Work:** Sketches, copy, dummies and all preparatory work created or furnished by the printer, shall remain his exclusive property and no use shall be made, nor any ideas obtained therefrom be used, except upon compensation to be determined by the printer.
- Condition of Copy:** Estimates for typesetting are based on the receipt of original or manuscript clearly typed on 8.5"x 11" uncoated stock. Condition of copy which deviates from this standard is subject to re-estimating and pricing review by printer at time of submission of copy.
- Preparatory Material:** Art work, type, plates, negatives, positives and other items when supplied by the printer shall remain his exclusive property unless otherwise agreed in writing.
- Alterations:** Proposals are only for work according to the original specifications. If through customer's error, or change of mind, work has to be done a second time or more, such extra work will carry an additional charge, at current rates for the work performed.
- Proofs:** If proofs are submitted to the customer, corrections, if any, are to be made thereon and the proofs returned to the printer marked "O.K." or "O.K. with corrections" and signed with the name or initials of the person duly authorized to pass on same. If revised proofs are desired, request must be made when proof is returned. The printer is not responsible for errors of work as per customer's O.K. or changes are communicated verbally. The printer shall not be responsible for errors if the customer has not ordered or has refused to accept proofs or had failed to return proofs with indication of changes or has instructed printer to proceed without submission of proofs.
- Press Proofs:** Press proofs will be charged for at current rates. However, a press inspection sheet of any form can be submitted for customer approval, at no charge, provided customer is available at the press during the time of makeready. Any changes, corrections or lost press time due to customer's change of mind or delay will be charged for at current rates.
- Colour Proofing:** Because of differences in equipment, paper, inks and other conditions between colour proofing and production pressroom operations, a reasonable variation in colour between colour proofs and the completed job shall constitute acceptable delivery.
- Over Runs or Under Runs:** Over runs or under runs not to exceed 10% on quantities ordered up to 10,000 copies and/or the percentage agreed upon over or under quantities ordered above 10,000 copies shall constitute acceptable delivery. Printer will bill for actual quantity delivered within this tolerance. If customer requires guaranteed "no less than" delivery, percentage tolerance of overage must be doubled.
- Customer's Property:** The printer shall charge the customer, at current rates, for handling and storing customer's stock or customer's printed matter. All customer's property that is stored with a printer is at the customer's risk, and the printer is not liable for any loss or damage thereto caused by fire, water, sprinkler leakage, theft, negligence, insects, rodents, or any cause beyond the printer's control. It is understood that the gratuitous storage of customer's property is solely for the benefit of the customer.
- Delivery:** Unless otherwise specified, the price quoted is for a single shipment, F.O.B. printer's local place of business. All estimates are based on continuous and uninterrupted delivery of complete order, unless specifications distinctly state otherwise.
- Terms:** Net cash thirty (30) days. All claims must be made within five (5) days of receipt of goods.
- Delays in Delivery:** All agreements are made and all orders accepted contingent upon strikes, fires, accidents, wars, floods or other causes beyond the printer's control.
- Paper Stock:** Paper stock furnished by the customer shall be properly packed, free from dirt, grit, torn sheets, bad splices, etc., and of proper quality for printing requirements. Additional cost due to delays or impaired production on account of improper packing or quality shall be charged to the customer.
- Indemnification:** The customer shall indemnify and hold harmless the printer from any and all loss, cost, expense, and damages on account of any and all manner of claims, demands, actions and proceedings that may be instituted against the printer on grounds alleging that the said printing violates any copyright or any proprietary right of any person, or that it contains any matter that is libelous or scandalous, or invades any person's right to privacy or other personal rights, except to the extent that the printer has contributed to the matter. The customer agrees, at the customer's own expense, to promptly defend and continue the defence of any such claim, demand, action, proceeding that may be brought against the printer, provided that the printer shall promptly notify the customer with respect thereto, and provided further that the printer shall give to the customer such reasonable time as the exigencies of the situation may permit in which to undertake and continue the defence thereof.