

## Terms & Conditions of Sale

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### Acceptable Artwork:

All artwork must be provided complete, in system compatible format. Please refer to our Graphic Guidelines information sheet for file set up.

### Services included in quote:

All incoming art files will be previewed as part of our quoted price to include:

1. Inspect files for scaling
2. Verify that all fonts are presented and outlined
3. Verify bleeds and file links are included
4. Verify the program of choice for compatibility with our systems
5. Set colour as close as possible to match to specified hard print copies provided, or PMS colour specifications.
6. Provide ONE strike off for colour approval. Additional prints can be provided for an extra charge

### File Services **NOT** included in quote:

1. Building files
2. Correcting, modifying or enhancing artwork
3. Replacement of or adding to images provided
4. Anything not specified in preview services
5. When provided with hard copies, we will give the content a cursory review, but do not accept responsibility of proofing files

**Should file services be required, we will provide an estimate for approval prior to proceeding with work.**

**Material:** The dye sublimation process requires printing graphics on a polyester based fabric. Due to the equipment used at Mommentum Inc for dye sublimation, printing without a seam is limited to a 120" maximum width. Larger images are available in a tiled and seamed finished product. This only applies to dye sublimation processes.

**Packaging:** Product will be packed in cardboard containers with padding for protection in shipment, unless otherwise specified by customer. Cost for alternate packaging is additional and subject to availability.

**Delivery:** Delivery time will be verified at the time of order. We will make every concerted effort to expedite delivery as requested. We do not assume responsibility for carriers delivering said goods on time.

**Please note the established delivery dates are based upon receipt of acceptable artwork and approval of colour strike off, and layout in a timely manner. Delays in the process may cause changes in the delivery dates.**

**Rush charge:** We have attempted to hold back on setting a formal rush charge policy, but would rather state that you may incur these charges for orders less than 7 working days, depending on our workload. This charge could be 25% and will be stated at the time of order. We will make every attempt to meet colour requirements, but do not guarantee any colour match on rush orders. Agreement to accept any rush order is predicted upon receipt of workable art.

### Responsibilities:

Mommentum Inc. will make every possible attempt to provide you with product and service of expected quality in a timely manner. If any product, metal or fabric, is in any way faulty or constructed in a manner that does not meet with agreed upon specifications, we will be responsible for the correction of the problem. **We do not accept responsibility for additional expenses incurred to correct said problem by any other firm, without prior agreement.** We would hope that all products furnished by Mommentum Inc. have been previewed prior to shipment to allow time to resolve any quality issue.

We do however; understand that the nature of our business causes fast turnaround. If you discover problems on site, we would ask that we be notified of the problem and be given an opportunity to be involved in the solution of it. If time does not permit the goods to be returned, it will be with mutual agreement that we come to a plan to resolve the particular issue and be made aware of any costs involved and who will be responsible for it. To ensure that you have someone available for service, we will be happy to provide you with names and phone numbers of associates that will be making decisions

# General Guidelines for Large Graphics Output

If you have any concerns with the art you are supplying, feel free to call our graphics department to discuss  
**Graphics Department: (905) 271-2342**

Data Storage Formats: DVD/CD ROM/Mommentum FTP site (see below for FTP usage)

<b>General Layout Requirements</b>	Layout Scale	1:1 is best/1:4 is good/1:8 is questionable
	Document Setup	-Colour mode: CMYK -Include 2" full bleed for fabric printing -¼" full bleed for hard substrate printing -Outline fonts in Illustrator -Provide PMS colour information -Provide hard copy or .PDF with dimensions and colour info

## Layout / Scanning Requirements : Photoshop CS 2

File Format	.TIF, .EPS or .PSD ( <b>layered files are best</b> for colour correction flexibility)
Special Note:	-Scanning specifications: <b>final print size at 72 dpi</b> -Do not increase the dpi OF A 5mb file to a 20mb file. This is called interpolation and doesn't add quality -When saving an .EPS file format, please do not use .jpeg encoding. Use binary encoding -When saving a .TIF file format, LZW compression may be used -When saving a .PSD file format, raster fonts or provide fonts and save with layers intact

## Layout Requirements : Illustrator CS 2

File Format	.EPS or .AI
Special Note:	- <b>Use vector art</b> whenever possible. Outline fonts - <b>Provide all placed images.</b> Do not just embed them. This limits our colour correction.

The programs listed below, while useful for design, do not tie to our production output program (Onyx Postershop) Follow these steps to **convert all graphics to Illustrator .AI or .EPS files.**

### Steps for converting QUARK Xpress files:

1. Collect for output
2. Save page as .EPS
3. Open file in Illustrator, outline fonts, and save
4. Provide all placed images

### Steps for converting Freehand files:

1. Save page as .EPS
2. Open file in Illustrator, outline fonts, and save
3. Provide all placed images

### Steps for converting Coral Draw files:

1. Convert all fonts to curves
2. Save file as .AI or .EPS

### Steps for converting Adobe InDesign files:

1. Go to File, Package
2. Fill out Printing Instructions form that appears on screen
3. Package publication (include all fonts and updated links)
4. Open InDesign file that is in the packaged folder
5. Go to File, Export
6. Save as type: EPS to the same packaged folder
7. Open file in Illustrator, outline fonts, and save

## Mommentum Inc FTP Instructions:

1. On your system, create a folder with your company name and place all artwork (including a .PDF) inside the folder.  
Compress with Stuffit or Windzip
2. Log into MI FTP Server @ <http://www.mommentuminc.com/pages/index1.html>

Username:	ftpuser	case sensitive
Password:	download	case sensitive

3. Once you are logged in, you can then transfer the folder to our FTP server.
4. When finished, please notify our Graphics Department at the following addresses: [info@mommentuminc.com](mailto:info@mommentuminc.com)

Note: If using a MAC to transfer files, Fetch or Transmit work very well. Using Internet Explorer or Netscape on a MAC does not work well. If using a PC, any FTP utility software will work. Also, using your web browser works just fine for FTP access.