

## **TERMS & CONDITIONS**

### **I. FINANCIAL**

- a. Orders under \$500.00 must be paid in full when the order is placed.
- b. A minimum 50% deposit is required on orders over \$500.00, the remaining balance due upon completion of the order.
- c. Cancelled orders will be subject to a 10% cancellation fee, and if artwork has been sent, a minimum cancellation fee of 25% will be applied.
- d. No refunds after 30 days from the date of the order.
- e. Deposits may be applied to other goods and services if requested by the customer.
- f. There will be a \$50.00 service fee on all checks returned due to non-sufficient funds.

### **II. ARTWORK**

- a. South Florida Real Estate Signs, Inc., dba South Florida Sign Company (SFSC) has standards for the printing and production of the highest quality signs. If a file is sent "art-ready", SFSC is not responsible for errors including, but not limited to color, clarity, size, type set, boarder allotments etc. Graphic standards can be found on our website under the GRAPHIC DESIGN tab.
- b. If color is critical to your job, for an additional charge we can produce a small print sample of your file for you to inspect. Color corrections can then be made and another print sample made for final approval. If you specify a pantone, spot color or other color our color management will attempt to get as close as possible, however this may result in a color that does not look as you intended. Due to the nature of digital imaging, exact Pantone, spot colors or other color matches are not always possible.
- c. A written approval (fax or email) is required to begin production of your order. If you do not request a proof, you are assuming all responsibility for the production of your order and may be charged a reprinting fee if incorrect. Likewise, if a proof is approved with an error, regardless of where the error occurred, a reprinting fee may be applied.

### **III. TIMEFRAME**

- a. If requested, proofs will be sent a maximum of two business days after placing an order.
- b. Orders will be complete two business days after receiving final art approval. If required sooner, an expedition fee may be charged.
- c. Orders must be picked-up within three business days after completion.
- d. SFSC is not equipped to store signs and is not responsible for signs left over two calendar weeks after order completion.

### **IV. SHIPPING – INSTALLATION – ZONING – PERMITTING**

- a. If requested by the customer, SFSC can ship your order to you via a private courier or UPS. SFSC is not responsible for damage resulting from the third party shipping method, and it is the customer's responsibility to file for or recover any damages from the third party shipper directly.
- b. SFSC will release your order to a third party installation company at your request. It is the customer's responsibility to notify the third party installer that you have an order at SFSC and make arrangements directly with them for installation of your order.
- c. It is the customer's sole responsibility to inquire about the correct sign requirements for a specified area. SFSC is not responsible for orders printed with the incorrect size or specifications.
- d. It is the customer's responsibility to inquire about or obtain any permits necessary for their order.

### **V. ACKNOWLEDGMENTS**

- a. Updated August 1, 2009. Subject to change without notification.
- b. By placing this order with South Florida Real Estate Signs, Inc., dba South Florida Sign Company, I agree to abide by the above terms and conditions.