

BLUEPRINT PROMOTIONS



TERM AND CONDITIONS

PLACEMENT OF ORDERS

1. Blueprint Promotions accepts orders via email or fax only.
2. If a client has approved quotes and accepted the invoice. The ordering process has been completed and goods will be delivered.
3. Blueprint Promotions does not accept orders telephonically or via any social media platform.

PAYMENT

1. All orders placed with us have a Deposit and Balance on delivery amount stated on all quotes or invoices.
2. All orders place with us under 10 000 will need full payment upfront.
3. All orders between 10 000 & 19 999 will have a 60/40 split.
R 20 000 up will have a 50/50 split
4. Proof of payment for deposit needed before production starts.
5. All unbranded orders need to paid in full before delivery, Irrespective of amount.
6. All goods stay possession of Blueprint promotions until balance of order is paid in full.

ARTWORK AND APPROVAL SHEETS

1. If additional logos or artwork has been provided there will be a labour charge which is calculated per Hour. Our standard rate for design work is R300 per hour.
2. Any additional artwork will be stated on quotes prior to manufacturing. Deposits will need to be paid in full before artwork is completed and issued to clients.
3. All products manufactured by blueprint promotions will have an artwork approval sheet that will need to be signed and send back before production starts.
4. All logo artwork given to us must be a high res JPG, PDF or vector format.
5. If a customer does not have their logo in the required format, Blueprint Promotions will need to redraw the logo. This redraw will have an addition cost of R300 per hour charge.

CANCELLATIONS

1. If a client has paid the deposit or paid in full the order is of legal binding and will be delivered. No cancellations after payment.
2. If an order is placed via email and the client has given the go ahead on acceptance of invoice or issued company PO numbers. This order has gone into a delivery process stage and will be delivered. The order cannot be cancelled.

RETURNS POLICY

1. We have a no cash back returns policy. If a customer has placed an order and paid the deposit cancellation of the order will become a credit or substituted for any other product closest.
2. Printing and branding involves many variables to allow for a high quality product. If a variable my fail products need to be redone to maximum quality and stand
3. If products are returned because of defect. The product will be rectified in a given time and delivered.
4. Blueprint Promotions has a seven day return policy on goods that have not been branded and still in the same condition as delivered.

SIGN _____ DATE _____