# NEW CUSTOMER INFO

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# WELCOME

**OUR STORY** • Welcome to T Productions. We are a high-quality national contract screen printer located in Mishawaka, Indiana. We were created in 2000 by artist and screen printer, Tony Kozlowski, to offer high-quality screen printing to imprinted garment distributors. Our staff consists of a highly-skilled and hand-picked set of individuals who all play a vital roll in the success of each project that passes through our doors. We pride ourselves on our creativity, superior craftsmanship, and industry innovation. Our state-of-the-art facility has been built from the ground up for maximum efficiency and quality. If you are a marketing company or imprinted garment distributor, feel free to visit our Dashboard page for more information on how to become involved. We look forward to hearing from you!

## **PRODUCTION CAPACITY**

• **OUR BUILDING** • We believe that we have successfully built the world's most efficient and advanced Screen Printing Shop, from the ground up. Our 15,000 square foot warehouse houses our custom built Screen Department, consisting of 3 Direct To Screen Printers, with daily output of 500 Screens from imaging, all the way through reclaim. Our production floor consists of 4 Automatic Presses and 2 Manual Presses (ranging from 14 Colors, all the way down to 6 Colors). Our 3 conveyor dryers located throughout can meet the drying needs associated with a range of modern materials.







# ARTWORK & SEPS

• **CUSTOM ARTWORK** • Custom artwork can be created for you even if all you have is an idea. If you have no prior artwork or only notes from a client, you can depict your concept to our artists. We are able to scan, take a picture, make suggestions, or take notes about your idea and bring it to life. Supplying the art team with as much detail as you can is the best first step toward receiving the art you want.

**REBUILDING ARTWORK** • Artwork that needs to be rebuilt can be provided in a variety of mediums – from hand drawn artwork to high-res jpgs or Photoshop files. Our art department does the work of converting your art to be "screen printing ready".

**PROCESSING ARTWORK** • Artwork that is sent as "vector art", such as AI, EPS, PDF or SVG files, is considered ready for processing. The art department will place the vector files into the T Productions printing template, and will make any adjustments necessary.

**SEPARATING ARTWORK (SEPS)** • Separations are different methods of preparing artwork for production, by essentially blowing the artwork up into different groups of color. We are capable of 4 different methods: spot color, simulated, index, and process.

## DASHBOARD

**DASHBOARD** • Over the last 10 years we have been building our custom in house production software system alongside our amazing production facility. This software allows us to be 99% paperless, have immediate access to repeat info, maximize information flow, and minimize errors. Our customer dashboard is the front end version of this software, and is an incredible organizational tool for customers with multiple active jobs. This tool allows customers to see real-time job status, schedule new orders, approve proofs, and search for previous orders.

(See p.4 for order status chart)





NOTES FROM TONY	Welcome	e to T Pro Dashboard 3.2						
DATE ¢	POF	DESCRIPTION	FORM	APPROVAL	BLANKS	STATUS	× •	
10/01/2019	19124	Marine Corps League Dart Team - Spider	NO	YES	YES	Invoiced	100	1
10/01/2019	19125	Marine Corps League Pool Team - Spider	YES	YES	115	Invoiced	100	
10/01/2019	19126	Marine Corps League Member Shirts	YES	NO	115	Involced	100	8
10/01/2019	19136	Marine Corps League Staff - Spider	YES	NO	713	Involced	100	
10/01/2019	19160	JBSE Repeat	YES	YES	YES	Involced	100	1
09/30/2019	19155	Francis Gleason - The Erly Typography	YES	YES	YES	Invoiced	100	
09/28/2019	19149	Jintown Elementary	YES	YES	115	Involced	100	
09/27/2019	19156	Francis Gleason - The Erly Pool Design	YES	YES	185	Involced	100	1
09/27/2019	19159	Jackson Sherwood - Liberal	YES	YES	113	Involced	100	1
09/25/2019	19090	Tasso Custom Homes	YES	YES	103	Involced	100	
							10 Items	



# CUSTOM PACKAGING

••• **CUSTOM BOXING** • We encourage customers to supply packaging materials for their orders. It cleans up the final product, and ensures your orders arrive to the end user undamaged. We have ample warehouse space available to store customer boxes and packaging materials.

**LABEL BRANDING & HEAT-PRESS** • If you require heat press, Custom Branding, or Size Sticker transfer application, we have you covered. Custom Branding, or Size Sticker transfer, can be added prior to main decoration. Heat press is a great option for this type of decoration.

**HANG TAGS & STICKERS** • If your order requires Hang Tags of any kind, we have you covered. Hang Tags can be added after main production, and are a great way to add removable information to a garment.





# SHIPPING

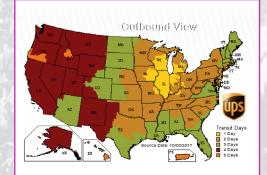
••• **SHIPPING** • We ship UPS daily. Orders can be shipped blind and third party billing or shipped on our account and added to the final invoice.

## PRICING & BILLING

••• **PRICE SHEET** • Our current price sheet is attached, and all customers start with NET/30 terms.

## **GUARANTEE**

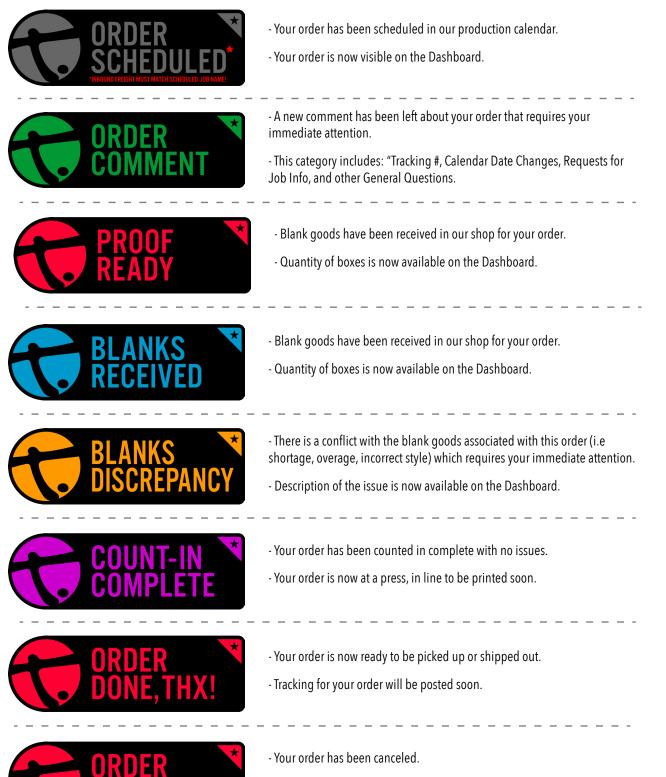
••• **100% GUARANTEE** • Our 100% satisfaction guarantee ensures that customers are never billed for work considered substandard. If an issue arises we will either replace and reprint the items at our expense or revoke our invoice and reimburse the customer for their blanks.







### **Email Notification Flow Chart**



- If it needs to be printed in the future, please reschedule a new job.



### MISCELLANEOUS CHARGES

### Screen Charge.....\$15.00

Art Charge.....See Below All orders include 1-Hr of art time. (Orders that exceed 1 Hr of art time will be charged \$50.00/Hr for each additional hour). Art files can be purchased for external use and billed by the total art time accumulated.

#### White Ink ..... See Below

We consider white a 2 color imprint which requires two screens and a 2 color running charge. We do offer a discount for fewer than 36 pcs. which is 1 screen but still a 2 color running charge.

### Pre-Production Sample ......\$50.00

### Heat Press Application.....\$1.00

#### Ink Change ..... FREE

If a design requires more than 2 ink changes, then additional screen charges may apply. Ink changes across separate jobs are not free, and will require separate screens.

Bump Credit.....\$ 10%

Rush Charge......10%....9-5 Days

Super Rush Charge....20 % ....4-1 Days

Percentage is taken from a job's total cost, based on 10 Day turnaround.

D'	Colors											
Pieces	1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.	12.
12-35	\$1.10	\$1.30	\$1.50	\$1.70	\$1.90	\$2.10	\$2.30	\$2.50	\$2.70	\$2.90	\$3.10	\$3.30
36-143	\$.85	\$1.05	\$1.25	\$1.45	\$1.65	\$1.85	\$2.05	\$2.25	\$2.45	\$2.65	\$2.85	\$3.05
144-287	\$.75	\$.95	\$1.15	\$1.35	\$1.55	\$1.75	\$1.95	\$2.15	\$2.35	\$2.55	\$2.75	\$2.95
288-575	\$.65	\$.85	\$1.05	\$1.25	\$1.45	\$1.65	\$1.85	\$2.05	\$2.25	\$2.45	\$2.65	\$2.85
576-1151	\$.60	\$.75	\$.90	\$1.05	\$1.20	\$1.35	\$1.50	\$1.65	\$1.80	\$1.95	\$2.10	\$2.25
1152-2303	\$.55	\$.70	\$.85	\$1.00	\$1.15	\$1.30	\$1.45	\$1.60	\$1.75	\$1.90	\$2.05	\$2.20
2304-4607	\$.50	\$.65	\$.80	\$.95	\$1.10	\$1.25	\$1.40	\$1.55	\$1.70	\$1.85	\$2.00	\$2.15
4608+	\$.45	\$.55	\$.65	\$.75	\$.85	\$.95	\$1.05	\$1.15	\$1.25	\$1.35	\$1.45	\$1.55

### — RUN CHARGE —

Prices subject to change.

Please allow 0.01% Spoilage Rate

### - PRICING FORMULA -

**Screen Charge Total + Quantity Total + Run Charge = Printing Cost Per Location** 

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