

## **Additional Services** (page 7)

Colorfill add \$10 per piece per color.  
Additional imprints add \$10 for each — not included in the standard price.  
Personalizations add \$10 per piece.  
3D Subsurface set up charge \$150.

## **Quality & Service**

MTM leads the industry in quality award products, manufacturing and distributing products worldwide. As a manufacturer and supplier, we have the ability to create unique, one-of-a-kind awards not seen in any other catalog. Contact a Customer Care Associate (CCA) for information on how to create your own custom recognition program.

## **Plate Options**

Our plates are available in gold, silver, bronze or black finishes.

## **HOW TO SUPPLY ARTWORK**

MTM prefers a vector EPS file for our manufacturing processes. Generally, this is an attachment of the artwork in the original application that it was created in. This can be obtained via the artist who created it, your HR Department, IT Department or Design Department. If none of these are available to you, we suggest contacting a Customer Care Associate for more information.

Send artwork via e-mail, DVD or thumb drive. PC is the preferred format. All artwork is subject to production approval. Non-electronic art should be "camera-ready". The art department will determine if artwork is camera-ready. Artwork may be altered for

production processes. Include all font information as well as any PMS colors used. Fonts should be converted to outlines or points (*art charges may apply*).

## **Electronic Art Logos and Graphics**

We require vector artwork for production in the form of Encapsulated PostScript (EPS) files, created in Adobe Illustrator. Halftones / photographs — We require images of 300 dpi or greater in JPEG, TIFF, GIF or PSD format.  
Text — an Excel file is the preferred format. Please use 3 columns for names (First, Middle, Last). Word is also an acceptable format.

## **Camera — Ready Art**

MTM requires black and white artwork with very clean and crisp edges. (No fades, blends, percentages or halftones) Supplied art should be at the highest possible quality for reproduction. Logos and graphics will have to be re-drawn in a vector format (this process will incur an art charge). Text sent in this format may have to be reset (this process will incur a typesetting charge). Contact your CCA or the Art Department for additional information on acceptable file formats.

## **Copyright & Trademarks**

Copy and trademarks represented in this catalog are for purposes of demonstrating product only and do not constitute endorsement or advertisement of any company or other organization, nor an endorsement of the MTM product line by a company

or other organization. By submitting artwork, designs or other copyrighted or trademarked material concepts for reproduction in any form, you are representing that the concept provided is either your original concept or that you have permission from the original creator to reproduce it and that it is free from potential copyright, patent or trademark claims. By submitting a concept you are agreeing to indemnify MTM from any and all claims that may arise from such reproduction.

## **Cancellations**

Orders cancelled during production will be charged for the work completed at the time of cancellation.

## **Warranty**

All products sold by MTM are guaranteed to be of good quality materials and workmanship. If our quality inspectors overlooked a factory defect, write or call your CCA within 10 days after delivery and we will issue a Return Authorization (RA) number for return. All shortages in shipment must be reported within 10 days of delivery to receive credit replacement.

## **Shipping**

Merchandise will be shipped via ground where weight limits permit. Unless otherwise specified, shipping will be FOB factory. MTM is not responsible for delays or damage in transit. Priority shipping is available; customer is responsible for all shipping charges.