

KE DESIGN TEA TOWEL ORDER FORM



Please complete & email to info@kedesign.com.au

Individual or business name:

Telephone: Email:

Delivery address:

.....

Quantity Minimum order 50 tea towels

Do you require a tag / Label **Y N** Please circle KE Design loop Generic Own Supplied

Do you require your tea towels presented in a Custom Band **Y N** or Custom Box **Y N**

ARTWORK

We work with EPS, PDF, Ai, PSD & PNG files (no larger than 20mb) CMYK colour mode. Please outline all fonts/text to curves. Suggested resolution 300dpi at size. For optimal print result, we recommend text to be no smaller than 14pt. Please email artwork to

Supplied artwork for microfibre tea-towels is to be supplied at the finished size of 750 mm 500 mm. All text is should be no closer than 15 mm from the edge of finished size)

Do you require artwork assistance **Y N** (See below for details)

Has artwork been sent with this order **Y N** File Name File mb size.....

PRE-PRODUCTION SAMPLING

We strongly recommend pre-production samples for first runs to ensure you are happy with the end result. Pre-production samples are available \$80.00 + GST. This amount will be credited to your full order (first runs only). We batch all samples and process them once a week.

Do you require a physical pre-production sample **Y N**

ORDER PROCESS

Once we receive your order form and design we will email you a proof for you to approve. After you have approved the design a 30% deposit is required to commence production. Unless otherwise arranged, please allow 4 weeks to receive your order from approval date. Payment in full is required prior to dispatch

Artwork assistance is available and charged at \$100.00 p/h, (minimum of 15 minutes).

Alterations to designs or quantities after confirmation may result in fees payable.

Confirmed by Date