



Quality that reflects

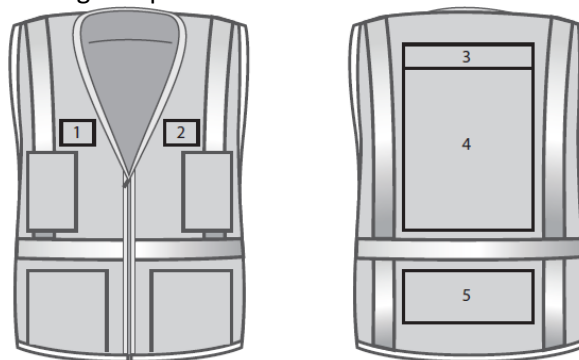
IMPRINTING INSTRUCTIONS

Information that your sales consultant will need for a custom imprint order:

1. Send the artwork file.
 - a. For the quickest results please email an electronic version of the logo in one of the following formats: **.ai** (Adobe Illustrator) or **.eps** (Encapsulated Postscript – Vector Image).
 - b. If none of these file types are available the artist may be able to recreate the image from another medium. Art charges may apply if it takes a **considerable** amount of time for the recreation.
 - c. If the artwork file is more than one color, please specify if the logo will be printed in full color or one color. Be sure to inform your sales consultant if specific Pantone colors are required.

Imprint Limitations:

- There is a **maximum** of three colors that can be printed on some jackets and rainwear, but the logo cannot contain color trapping (where one color is touching another).
 - Some jackets and rainwear garments can only have **one** color printed on them.
 - Contact your sales consultant for any specific limitations.
2. Which ML Kishigo garment(s) will the logo be printed on?
 - a. Inform your sales consultant of the garment style(s) that are needed for imprinting.
 3. How many items will be ordered?
 - a. The minimum order quantity is 10 pieces per logo.
 - b. The 10 pieces may be mixed sizes and styles.
 - c. Certain exclusions apply to mixing styles – your sales consultant will advise if necessary.
 4. Where, on the garment, should the logo be printed?



(Generalized example – displayed imprint locations may vary dependent on garment)

- a. Inform your sales consultant of all desired locations to be printed.
 - b. Discuss with your sales consultant if different locations are needed for the order.
 - c. Please note the Artwork Approval Form will display the true location of the imprint in relation to the chosen garment.
5. Place your order
 - a. Artwork approvals will not be generated without an order.



After the above items have been addressed, an **Artwork Approval Form** will be generated and sent to the requestors email. The turnaround timeframe is dependent on the quality of the artwork provided.

Almost all artwork approvals are generated and returned in a 24 hour period; however, it can take up to 3 business days if complex artwork of poor quality is provided.

The Artwork Approval form serves as a proof for the customer to validate and agree to placement and sizing. The proof will be generated with sizing in accordance to the smallest garment available in the chosen style. Inform your sales consultant if any changes need to be made as quickly as possible. Turnaround time for changes is minimal and new approvals are usually generated within a few of hours.

6. Return the – **signed** – Artwork Approval form to your sales consultant.
 - a. *This may be done via fax or scan and email.*
7. The purchase order will be processed upon receipt of the signed Artwork Approval.
 - a. *The individual in the “Confirm To:” section of the PO will receive confirmation of the order.*

ORDERS WILL NOT BE PROCESSED WITHOUT A SIGNED ARTWORK APPROVAL FORM

Lead times vary dependent on the logo and total quantity ordered. Orders of 100 pieces or less with no more than 2 colors and 2 positions are completed and shipped in 48-72 hours (depending on the time of day the order is received and processed). Outside of this order can take 5-10 business days to print and ship dependent on order quantity, logo complexity, and placement distribution. Your account manager will have a better idea of when your specific order will ship after the order has been processed.

