



PRICING POLICY-PLEASE READ CAREFULLY

Prices in this catalog are effective at time of publication. Current product pricing is available on our web site and industry specific search tools that provide supplier certified pricing and these prices will prevail.

STATEMENT OF LIMITED LIABILITY

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***CALIFORNIA PROPOSITION 65 WARNING**

Proposition 65 is a California law that has been in effect since 1986 to promote clean drinking water and keep toxic substances that cause cancer and birth defects out of consumer products. Proposition 65's formal title is "The Safe Drinking Water and Toxic Enforcement Act of 1986." It is administered by Cal/EPA's Office of Environmental Health Hazard Assessment (OEHHA).

The law requires that anyone at reasonable risk of exposure be informed when substances classified as toxins are present. Since enactment, it has been the reason for the addition of notices of specific contents to consumer product labels. Along with the added label requirements, an official list of implicated substances is maintained and made publicly available. To date there are over 700 chemicals listed, and entries are added or removed based on current scientific information. All substances listed show their known or suspected risk factors, a unique CAS chemical classification number, the date they were listed, and if so, whether they have been delisted.

The Magnet Group is committed to complying with all aspects of Prop 65. For further information please feel free to contact TMG at 1-800-458-9457.



ORDER INFORMATION

- All orders are subject to acceptance by Innovations®.
- No verbal orders accepted.
- All orders written without pricing will be processed with Innovations® current pricing.
- All prices in this catalog are subject to change without notice.

E-mailed Orders

E-mailed orders should be sent to orders@themagnetgroup.com. Do not submit artwork with your order. Art can be sent to art@themagnetgroup.com, referencing your purchase order number.

Faxed Orders

Faxed orders are considered originals and will be processed as such. Due to rough transmissions, faxed orders or changes to orders may be difficult to read.

Innovations® is not responsible for any copy misinterpreted when received by fax. Providing confirmation of this information by e-mail to Customer Service is recommended to prevent interpretation of copy error.

Less Than Minimum Quantity

Call factory for quote.

Co-op Program

Please call factory for price information. All co-ops must be factory authorized to insure proper billing. Co-ops must be established and verified before first order is submitted. Purchase order must indicate co-op program and co-op quote number when submitted. If not, standard catalog charge will apply. Coupons or discounts cannot be applied to co-op orders. Co-ops not to exceed maximum catalog quantities.

QUICK SHIP® GUIDELINES



- **Quick Ship must be designated very clearly on your faxed or emailed purchase order.**
- Print ready art and a complete purchase order must be received no later than 1:00 PM CST to the Quick Ship fax number: 636-680-6999 or quickship@themagnetgroup.com <<http://www.quickship@themagnetgroup.com/>> .
- For specific art requirements, please see the Artwork section of this catalog.
- For your purchase order to be complete it must include the following:
 - Item number
 - Color
 - Quantity
 - Imprint instructions
 - Shipping information
- Catalog quantities only - subject to inventory availability. Exceptions: Pages 10-13, maximum 2500 pieces. Pages 18-25, 125, maximum 250 pieces. Pages 34-35, maximum 500 pieces. Pages 45-51, maximum 1000 pieces. Not available on items on page 61, 102-103, 114 and the CL09SV. Laser image only for QUICK SHIP on metal picture frames on pages 104-113.
- One standard imprint on one standard location qualifies for Quick Ship.
- Your purchase order must include an after-hours contact person for any questions that may arise.
- Every effort will be made to clear up questions so your order qualifies for Quick Ship. If the designated contact is unavailable, or unable to answer the question, your order will be delayed by a minimum of one working day.
- Closeout items do not qualify for Quick Ship. If an online proof is requested on your order it will add one working day, plus approval time, to your order.
- There is no additional charge for Quick Ship orders; however, your in-hands-date might require expedited shipping. Please contact Customer Service, prior to submitting your purchase order, if you require an expedited shipping quote.
- Multiple drop shipments and special packaging will add time to your order, please call for details.
- Weekends and observed holidays are not counted as production days.
- Customer's account must be current and in good credit standing.

ART REQUIREMENTS

Please submit original art files to: art@themagnetgroup.com. If revised art is sent, it is the customer's responsibility to advise Customer Service of the new art. *Changes to previously sent art must be sent to Customer Service to ensure use of new art. Art resubmission charge of \$10.00 (x) will apply.*

We accept electronic artwork on CD, DVD and e-mail (file size permitting). We have an FTP site available, please call for log-in details. Include a hard copy or PDF of artwork with Innovations orders.

- Be sure to send all linked files, including all TIFF and EPS files for artwork placed in your document even if previously embedded, as well as all printer and screen fonts used.
- Send only original, native vector files.

We support the following software for Macintosh:

- Adobe Illustrator
- Adobe Photoshop
- Adobe Acrobat
- QuarkXPress
- Adobe InDesign

Acceptable File Types:

- Vector (preferred)
- TIFF (minimum 300 dpi resolution)
- EPS (minimum 300 dpi resolution)
- JPEG (minimum 300 dpi resolution)
- PDF (Press Quality)
- ZIP (compression file)
- Stuffit (compression file)

Microsoft electronic files generally are not acceptable as output for print production. However, black-and-white files can be output from a high-quality laser printer and then used as camera-ready artwork.

Camera-Ready Artwork

Camera-ready art is artwork that can be scanned without further preparation or changes. Halftones (screens) will not photograph well and should be avoided. We will accept camera-ready artwork that is already separated or that includes black line work (or key lines) to separate each color. "Camera-ready" art should be clean, black, and crisp on a smooth white background that requires little or no touch-up. (Original art or PMT's are best.) Artwork must be submitted 1/4 of the finished printed size (for large prints) or large enough to fit on 8.5" x 11" page size. Please avoid submitting artwork that must be enlarged more than 400%. If appropriate quality or size specifications are not met, an art charge will apply. This will be determined once artwork is received.

The Following Artwork is Not Camera-Ready:

Drawings, letterhead, photocopies, business cards, faxes, and low resolution laser printed artwork that is not 1200 dpi are not considered camera ready artwork. (Recommendation: Black and white 1200 dpi laser prints at 200% larger than actual size to be imprinted).

Hard Copies

Hard copies are not required on every order; however on the hard copies we receive Innovations® will review but will not proof against electronic art sent. Innovations® offers several types of proofs that can be done if needed (additional charges may apply).

Art Charges

If art requirements are not met, art time will be billed at **\$40.00 (X) per hour**. Factory WILL NOT be responsible for charges due to "clean-up" or "rework" deemed necessary to meet production standards.

Typesetting

We will typeset up to 3 lines for FREE. All other typesetting (including copy changes) will be billed as needed **\$40.00 (X) per hour**. The typestyle must be indicated, or it will be left to the discretion of the typesetter. Charges less than \$40.00 will be processed without notification.

Type Size

- Minimum type size: 6 point.
- Small registers/trademarks with fine lines may appear as a dot on product.

Serif Fonts

■ Please avoid using fine serif fonts. These fonts are usually too thin and fill in or lose detail in the printing process.

Line Thickness

- Minimum line thickness: .5 point.
- 1 point minimum line thickness for reverse copy or art.

Additional Art Requirements

- **Pad Print**
 - Butt register not recommended. Please call for assistance.
 - **Trapping:** 1 point minimum. If art is too fine we will overprint. Trapping may cause a color change where colors meet.

Helpful Hints

- EPS (Encapsulated PostScript) file format is used to transfer PostScript image information from one program to another. The file includes PostScript code plus a low-resolution representation of the image. Logos, illustrations and graphics that will be color separated should be saved as EPS files.
- TIFF (Tag Image File Format) is a widely used file format for exchanging bitmapped images (usually scans) between applications. Black and white line art or grayscale images should be saved as TIFF files.
- All grayscale artwork must be saved at the size of the finished document at a minimum of 300 dpi—black and white line art at a minimum of 1200 dpi.
- Please submit TIFF files as a layered document, in case last minute modifications are required.
- Always provide a list of fonts used within a document. This allows output technicians to download the appropriate fonts to their image setter or output device. Remember to list all fonts used with imported illustrations, or the output device may substitute a different font.
- When supplying PostScript fonts with a job, be sure to supply the printer fonts (also called outline fonts) and screen fonts (bitmap fonts). Both must be available for proper output.
- When supplying fonts, be sure to supply those used in the creation of EPS files. (They will not show up in your page makeup application on the list of fonts used.)
- We do not accept TrueType or PC based fonts. Convert to outlines.
- Specify fonts and their style (bold or italic, for example) by using the long menus in your publishing program rather than selecting bold or italic by clicking on a style bar. The menu selection will give you a more accurate representation of the font and style desired. On the Mac platform, clicking on the style bar allows you to select styles for which fonts don't actually exist.
- Limit the number of fonts used in each job.
- Avoid using fine serif fonts. These fonts are usually too thin and fill in or lose detail in the printing process.
- Avoid saving EPS files within EPS files. Avoid transparencies and Illustrator filters to create shadows; they convert to low resolution files.



We support the **sm@rt** program to improve artwork readiness. We accept artwork prepared by these standards. Please visit the website www.smart-artwork.com for more information.



ARTWORK STORAGE

Artwork will remain on file for 1 year. You must resubmit art after that time.

COPY CHANGES

See individual items.

PROOFS

Online proofs are no charge. E-mail or fax proofs requested to be sent outside of our online system will incur a \$10.00 (X) charge.

Product Proofs

First Column Pricing plus appropriate set up charge for that production method.

CANCELLATIONS OR CHANGES TO ORDERS

There will be a **minimum \$40.00 (X)** charge if an order is cancelled. Customer will be required to pay for all work completed at the time of the cancellation or change. Our goal is to provide the fastest service possible. Due to the speed of our order fulfillment, charges for changes or cancellations apply once the order is received. Changes may delay production and shipping.

Cancelled orders may be subject to a **minimum \$25.00 (X) restocking fee.**

ART RESUBMISSION CHARGE

When new artwork is submitted a **\$10.00 (X)** charge will be applied.

** Changes to previously sent art must be sent to Customer Service to ensure use of new art.*

STOCK IMPRINT COLORS

With NO PMS Color Match/Mix Charge

Please note **"STOCK colors"** on your P.O. to avoid a PMS color match/mix charge. If a non-stock color or PMS number is listed, the requested color will be used and a PMS charge will apply. PMS/Color matches are not guaranteed due to materials printed on. We will use the ink color requested and match as close as possible.

Because the colors below are printed in four-color process, they are not exact representations of the colors used.

White	Orange PMS 165	Medium Blue Reflex Blue
Black Pantone Black	Yellow Pantone Yellow	Dark Blue/Navy PMS 281
Gray PMS 430	Green PMS 347	Purple PMS 266
Brown PMS 469	Dark Green PMS 349	Pink PMS 230
Burgundy PMS 202	Teal PMS 320	Gold Metallic PMS871
Red PMS 485	Light Blue Process Blue	Silver Metallic PMS877

PMS AND 4-COLOR PROCESS COLOR MATCHES (Non-Stock Colors)

\$18.75 (G) per color. If a non-stock color or PMS number is listed on P.O., the requested color will be used and a PMS charge will apply. **Color matches are not guaranteed due to variations in inks and raw materials. Lamination may also slightly alter color(s).** We will use the ink color requested and match as close as possible. For PMS color matches we recommend that a product proof be produced to ensure colors are correct. (Metallic and fluorescent colors are not available with digitally printed four-color process imprint.)

To insure repeat orders match the previous color, material specs, etc., please include a sample of the previous item with the new order. **Due to variations in inks, materials, and press runs, an exact match to previous orders is not always possible.**

MAXIMUM IMPRINT COLORS

In most cases, a maximum of 2 colors per imprint location is suggested. For additional requested imprint colors, please contact Customer Service.

STANDARD PRODUCTION TIME

5-7 business days is the preferred production time for most items at catalog quantities. Some items may take additional time based on specifications of individual orders. Contact Customer Service for a detailed production schedule based on specific needs.

RUSH SERVICE

For orders requiring less than minimum standard production time, a rush charge may apply depending on production capacity. Contact the factory for production time confirmation and applicable charges.

OVERRUNS/UNDERRUNS

Every effort will be made to ship the exact quantity ordered. The Magnet Group guarantees no short orders. However, we do reserve the right, in accordance with industry standards, to ship a maximum of 2% over the quantity ordered. The actual quantity shipped will be noted on your invoices and is the quantity that will be billed.

PACKAGING

Items packaged bulk or as specified on individual item pages. Packaging is subject to change as necessary.

SHIPPING & HANDLING

All shipments are F.O.B. Factory. Unless shipping methods or instructions are specified, we reserve the right to ship by the most beneficial means of transportation. Standard handling charges per box apply to all shipments, including 3rd party freight arrangements. Complete shipping instructions must accompany each order. Orders will be shipped directly to distributor if "Ship To Address" is NOT provided upon completion of order.

Due to variances in freight lines and charges, all freight estimates are estimates only. Innovations® is not responsible for final shipping charges.

Master Cartons: Dimensional weight will be applied to master cartons when shipping any method.

Freight Carriers: Freight carriers charge us for address changes caused by incorrect information on purchase orders. Any fees we incur will be invoiced to distributor after we are notified.

Collect, Residential, and Third Party Billing: Any charges refused by or unable to bill to account supplied will be invoiced to the distributor.

Drop Shipments: Billed at \$8.50 (G). Drop shipments include the following: different address same day, same address different dates (due within 30 days), or same address different methods.

Split Shipments: Billed at \$8.50 (G) on different dates due within 30 days.

Palletizing Fee: Billed at \$12.50 (G) per pallet.

C.O.D. Charge: Contact factory.

Foreign Shipments: Call factory for information and charges. All prices based on U.S. dollars and do not include tariffs, duties or brokerage fees.

International Shipment Destination Charges: \$25.00 (G) per shipment, per location.

Additional Charges: Additional charges billed to Innovations® by carriers due to changes in original shipping agreement will be invoiced to the distributor. This includes, incorrect address charges, inside delivery charges or re-consigned freight due to no fault of Innovations®.



PAYMENT TERMS

Net 30 days. All invoices not paid within terms will be assessed a late payment charge of 1 1/2% per month.

RETURNS

All returns must be authorized and accompanied by an RMA#. Any returned items must be packaged to prevent damage in shipment. Items damaged due to poor packaging on return shipment may not be credited. All returned merchandise will be inspected prior to any credit being issued. If no defect is found, merchandise will be returned to the customer at their expense.

Blank goods can be returned within 72 hours of delivery date. Please contact Customer Service for return authorization number. Returns will incur a \$25.00 restocking fee plus all freight charges. Returns received without a prior return authorization will be denied.

REMOVABLE ADHESIVE

Recommended Surfaces:

- Wood doors and desks
- Stainless steel
- Plastic and vinyl
- Computers
- Glass windows and mirrors



DO NOT PLACE ON PAINTED WALL OR WALLPAPERED SURFACES. NOT RECOMMENDED FOR OUTDOOR USE.

BLANKS

- NEXT DAY shipping on orders of 1,000 pieces or LESS.
- 2nd DAY shipping on orders of 1,001 pieces or MORE.
- Blank goods can be returned within 72 hours of delivery date. Please contact Customer Service for return authorization number. Returns will incur a \$25.00 restocking fee plus all freight charges. Returns received without a prior return authorization will be denied.

SAMPLES

- We prefer all samples orders to be submitted in writing via fax or email.
- Sample requests received before 2:00 p.m. Central Time will ship SAME DAY.
- Sample Charges:
 - *Spec Samples (non-returnable) – First Column Pricing plus appropriate set up charge
 - *Random Samples – billed at End Column Pricing plus freight. Third party freight accounts are preferred for shipping.
 - *Blank Samples – billed at First Column Pricing plus freight. Third party freight accounts are preferred for shipping.
 - *Sample invoices totaling LESS THAN \$10.00 are FREE if shipping number is supplied.

LASERING ON METAL OR WOOD

- **Set Up:** \$50 (G).
- **Repeat Orders:** No charge for exact repeats within 1 year.
- **Running Charge:** 1st location/image/color included in price.
- **Second Location/Image:** \$3.00 (F) per location/image per unit, plus set up. Please note that each additional location must be smaller or equal to the listed imprint area. For example, if the imprint area is 1" x 2", a second image measuring 1" x 4" would be considered 2 additional locations, as the TOTAL AREA is twice the listed area.
- **Copy Changes or Personalizations:** \$3.00 (F) per line, AVAILABLE ON SELECTED ITEMS.

COLORFILL OPTION

Colorfill is not available on all items and not all colors listed are available on all items. See individual items for eligibility or contact Customer Service.

Cost

- **Gold Metallic or Silver Metallic:** \$2.00 (G) per color and per piece.
- **All other colors:** \$6.00 (G) per color and per piece.

Available Colors

Because the colors below are printed in four-color process, they are not exact representations of the colors used.

- PMS color matches are not available.
- Please add 3 working days to normal production time for Hyper-Color™ colorfill process.
- Color combinations are possible, depending on art layout and design. Please contact factory



for specifications.

- Certain curved surfaces restrict colorfill options on several items. Please contact factory for specifications.

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