



Command Plastic Corporation
124 West Avenue
Tallmadge, Ohio 44278
(800)321.8001 (330)434.3497

Helpful Info

Submitting Your Artwork

We will work with you to supply artwork in the best possible format to meet your needs. We prefer files in PDF, QuarkXPress or Illustrator® formats and can accept both Windows and Macintosh media formats.

Paper: The paper image should have well defined lines and should be in black and white. Exact sizing and placement on the product should be denoted.

CD: This should be accompanied by a hard copy that depicts how you would like it to appear on your product, because sometimes digital files have multiple components that, individually do not present the complete picture. Information regarding the graphic formats and fonts should be included with the CD. Exact sizing and placement on the product should be denoted.

E-Mail: Your email should identify the order or quote and provide your company name and contact information. It should be followed by a faxed hard copy or accompanied by a .PDF file that depicts how you would like your artwork to appear on your product, because sometimes digital files have multiple components that, individually do not present the complete picture. Information regarding the graphic formats and fonts should be included. Exact sizing and placement on the product should be denoted. Preferred software programs for digital media: Illustrator®, Designer or QuarkXPress. Other programs may be accepted but may necessitate additional art charges.

Art Preparation / Screen Charges

If the art we receive requires preparation for use in production, then the time involved is charged at the rate of \$75 per hour with a minimum charge of \$35. We will always try to alert you beforehand to the need for art charges, but we reserve the right to assess a minimum charge without prior approval if it becomes necessary to act quickly to meet your delivery requirements.

Because of our process of UV silk-screen printing, we require all art to be output in a film positive format that will be charged at cost depending on the size and complexity of the art. We then take the film positives and create printing screens for your job. These screen charges are \$150/screen. Multiple color jobs require a screen for each color.

Dies and Die Charges

The dies we use in manufacturing come in 3 different types which may apply to your order, depending on your product requirements.

1. Stamping Die - used to make a stamped or stamp debossed imprint. Cost begins at \$35 and depends upon the size of the die.

2. Diecutting Die - used to cut various materials to exacting specifications. Cost depends upon size and complexity of the die.

3. Sealing Die - used to heat seal vinyl pieces together using radio frequency. Cost depends upon the size and complexity of the die.

Turn around time from die specification approval to finished die build is typically 10 – 14 working days. Since all of the items we manufacture are specific to our customer's needs, all dies are paid for by the customer and are the property of the customer unless other arrangements have been agreed upon. We can often guide your product development to help you reduce some of your die charges and tooling expenses.

General Order Information

Order Quantity and Overs/Unders

If your requirements mandate exact quantity shipments, please let us know at the time of quoting. Otherwise, we proceed on the basis of a 10% over/under allowance. Our payment terms: Net 30 days upon credit approval, COD or Pre-payment Minimum Order: \$500

Pre-production Samples

We are happy to provide you with pre-production samples. The cost for these will be addressed on an individual order basis. In general, pre-production samples will add 5 working days to your delivery time to account for necessary steps and approvals.

Timeliness of Customer-Provided Artwork, Materials, and Approvals

Our On-Time Continuous Improvement Team has identified that the most common reason for an order shipping later than the originally scheduled ship date is delay by our customers in providing artwork, materials or approvals of samples and proofs. Please understand that if these actions are not timely then it is likely to delay your scheduled ship date.