



**PROCESSING TURNAROUND**

<b>SERVICE</b>	<b>RECEIVE TIME</b>	<b>DUE OUT</b>	<b>CHARGE</b>
Regular Processing	Correct Input, testing, and receipt of all supplies before 2pm (i.e. Monday)	2 Days after receipt of correct input Normal delivery turnaround (i.e. Wednesday)	
Special processing	After 2pm-considered next day (i.e. received at 2:30 on Monday - day count starts Tuesday)	2 days after receipt of correct input (i.e. Thursday)	
Same Day (not available for Visa/MasterCard)	Before Noon	Same Day	\$20
Next Day (small quantities)	Before 2pm (i.e. Monday)	Next Day (i.e. Tuesday)	\$10

**MANUFACTURING TURNAROUND**

<b>PRODUCT</b>	<b>TURNAROUND</b>	<b>REQUIREMENT</b>	<b>TERMS</b>
Cards	4 – 6 weeks (dependent on current production schedules)	After signed receipt of proofs and deposits	50% deposit plus purchase order or confirmation letter confirming prices & delivery times
Envelopes Forms	15 working days	Same as above	Same as above
Cards, Envelopes Forms	Accelerated Delivery	Depends on production schedule	25% increase per week