

Office Hours

Please visit andersons.com/contact-us for complete office hour information.

General Information

Payment

After your order has been shipped, you will receive an invoice. Please pay amount due within 30 days. A 1 1/2% monthly carrying charge (18% annual rate) will be added to past due balances. A minimum \$15 service charge will be applied to returned checks (based on regulations of the state the check is drawn on).

Information and Prices

Current listed prices are valid through June 30, 2023. Anderson's reserves the right to change prices at any time. Visit andersons.com or give us a call for up-to-date price information. We make every effort to ensure that all information in the catalog is correct at the time of printing. Occasionally, however, a typographical error may occur. While we try to portray our merchandise as accurately as possible, colors may vary slightly due to the printing process.

Shipping and Handling

Orders are shipped ground service whenever possible. Please allow six business days for shipping within the contiguous U.S. Orders over 100 lbs. may be sent via truck. Shipping by truck may take 7-10 business days. If your order must be sent by air to make your need date, you will be billed the expedited shipping cost. All shipping charges will be billed on your invoice. Extra shipping charges may be applied for residential delivery, increased fuel service charges and remote area surcharges in accordance with ground service standard rate premiums. Due to the heavy and bulky nature of our themes kits, wire structures, centerpieces, and separates, an additional shipping charge equal to 10% of the total price of the theme or kit will be added to your order.

Imprint Designs

The display of any design or logo in this catalog is for demonstration purposes only and does not indicate or imply that any such design or logo may be reproduced without the authorization of the owner of the trademark, copyright or other right in such design or logo. The submission of any order constitutes a representation and warranty by the individual or entity submitting the order that such individual or entity is the owner of all trademarks or copyrighted material contained therein or has obtained any required consents or authorizations from the owner(s) to print such material.

Overruns & Underruns

Due to the variation in manufacturing of custom imprinted items, quantity shipped may vary from the quantity ordered by 5% over or under. This will be considered fulfillment of your order and you will be billed for quantity shipped.

Cancellations

Cancellation of custom imprinted items cannot be accepted once production has begun. NOTE: Artwork changes will apply for all art design spent at the rate of \$25 per hour if your order is cancelled prior to production. Minimum charge is \$25

Proofs

An e-mail proof will be sent at your request prior to production. Proofs require 3 days production time. Production will start once customer has approved proof and returned it to us. There is a \$14.99 charge for the initial proof and each reproof.

Production Time

Allow up to seven school days for production of theme kits. Our production schedule sometimes allows us to ship orders in less time than stated. Call toll-free 1-800-328-9640 for information on rush service.

**BUY NOW!
PAY LATER.**

All mail-in orders will be acknowledged. We will ship open account to any school if the order is signed by the principal or a faculty member. We accept VISA, MasterCard, American Express and Discover cards.

**same day
SHIPPING!**
When you order by 2:00pm, EST

Most stock items will ship the same day if ordered by 2:00 pm, EST. Same day shipping cutoff times may vary. Visit us at andersons.com for up-to-date cutoff times.

Same day shipping does not apply to imprinted items, banners, themes, decorating kits, international orders, back orders, and credit card declines.

ALL ABOUT INVITATIONS AND MORE!

Please submit this form with your general order form.

Prices Include

Prices listed include your fill-in-the-blank style text in the typestyle and format shown on each invitation or ticket. Invitations and tickets pictured with a theme name are available with your theme name in the location and font shown. Some invitations and tickets can be printed in the area pictured with one of our imprint designs (andersons.com/imprint-designs). Each invitation and ticket lists whether or not it is available with a theme name or imprint design. **NOTE:** Fonts are only as shown on the product.

Imprint Colors

Standard imprint colors are available for each invitation and invitation accessory, unless specific color(s) are indicated. **Standard imprint colors:** black, gold, hunter green, navy, pink, purple, red, royal blue, silver or, wine. Standard ink and foil are used. Foil only used when specified.

Minimum Order/Quantity Ordering

Invitations and tickets have a minimum order of 50 of one style with the same imprint (unless otherwise noted). Invitations and tickets must be ordered in multiples of 25 of the same style with the same imprint.

Production Time

Invitations and tickets have a production time of 7 school days plus shipping time (unless otherwise noted).

Proofs

There is a \$14.99 charge for proofs of invitations and tickets. Charge is per product type. Proof requests will delay your order three days. If you make changes, each additional proof request will be charged at the original proof charge listed above and will take three days. Production time will not begin until the approved proof has been received by you.

Original Artwork

To have your original design imprinted, e-mail artwork to artwork@andersons.com after order has been placed. Include only your 7-digit order number in the subject line. Original design charge is \$34.99. Original designs are available only where a design is indicated as available in the invitation or invitation accessories text.

IMPRINT ORDERING

Item # _____

Design #* _____

Imprint Color* _____

Theme Name* _____

*Not available on all selections. Please check text on catalog page on which your selection appears.

INVITATION EXAMPLES

*The Junior Class of
Northtown High School
requests the pleasure of your
company at the
Junior-Senior Banquet and Prom
on Saturday, the thirteenth of May
two thousand twenty - three
at eight o'clock in the evening
High School Auditorium*

The _____
Host class (Junior or Senior)

_____ School name

requests the pleasure of your company at

_____ Event name

on _____
Day of the week Date Month

_____ Year

at _____
Time

_____ Place

NOTE: Our standard invitation text layout is pictured above. If you wish to have a different layout, please attach your ORIGINAL TEXT LAYOUT on a separate sheet of paper and submit it when you order.