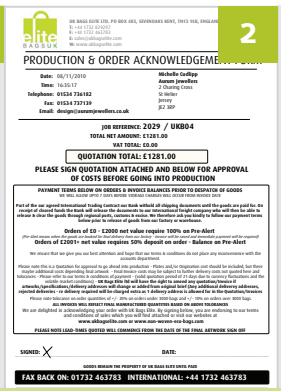

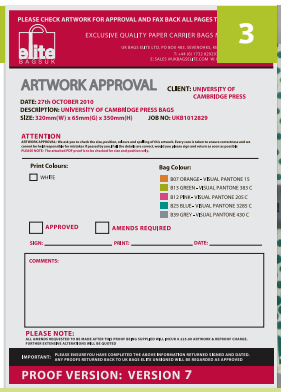

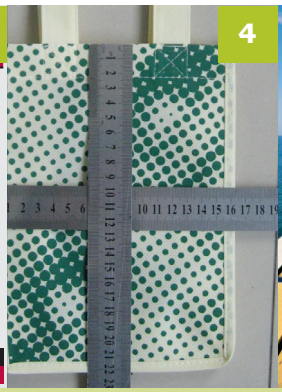

Ordering Process

Cost 1

Quotations are valid for 21 days. Due to the currency movement and material costs, orders placed outside of this time may need to be re-quoted.

Payment 2

Production and order acknowledgment form to be checked, signed and faxed back before any artwork, samples, material ordered may commence. **50% will be invoiced on order and will require immediate payment – final 50% will be invoiced when goods are completed and ready for final shipment.**

Parts of the agreed international trading contracts the Banks (HSBC) withhold all shipping documents until goods are paid for. Once the payment has been made and cleared, the Banks (HSBC) will release the all shipping documents to our freight company and only at that point can the goods then be cleared through customs. If the goods are at the port and ready for clearance and the shipping documents are not with our agent, port storage costs are incurred on a daily basis which will be passed onto you as part of the trading terms and conditions. Please allow at least 2 weeks from cleared payment for the banks to release the documents and forwarded to the freight company, which may be in a overseas. **Payments from January 2011 will request that all payments be made electronically via BACS and a remittance advise be sent or emailed.**

Artwork and Design 3

When the order is signed off the artwork will commence. Logo's and fonts will be needed/supplied suitable for print – 300dpi/fonts outlined if artwork supplied. On artwork completion, (we will check print spec and sizes to make sure print ready) we will send a PDF proof for your final sign off and approval. **We require the signed off PDF proof before production commences to be faxed back.**

Our design team will be able to assist in the design and production of your bag for a simple honest fee, if required.

Production 4

On artwork approval we will go straight to mass production. If a pre production sample is required this will be sent to you for final approval.

Upon completion, the goods will be packaged and ready for dispatch.

Shipping 5

Completed goods are now dispatched direct to the port of embarkation (country of origin) and ready for sailing. Generally allow 2-3 days for this process. Goods are then loaded to the vessel either as LCL or FCL cargo. The vessel sets sail as per pre-alert date and will take 30 days on the water. Upon arrival at port of destination the vessel is then checked by HM Customs and Excise, port clearance (allow 5 days standard) de-vaning container and then dispatched to final destination. **Please note final payment must have been made and cleared before HM Customs and Excise will release the goods.**