

3 EASY WAYS TO PERSONALIZE YOUR PRODUCTS. CREATE YOUR CUSTOM DESIGN ONLINE.

- For imprinted items, find and complete all applicable boxes, including imprint and item colors Section F.
- Create your custom design online with our Online Design program. Edit your design and view it live!
Go to SpiritLine.com for more details.
- In the blank Design Area, arrange our design and your typed or clearly printed wording so we can see how you want them to appear on the item or attach a separate sheet with a clean drawing and your typed or clearly written wording.

Imprint Colors

Select an imprint color from black, brown, emerald green, forest green, light blue, maroon, navy blue, orange, pink, purple, red, royal blue, teal, yellow, white, metallic gold, or metallic silver. Please add an additional 55¢ per piece for metallic imprint colors. Charges for second-side imprints vary by item and are listed on individual pages.

DESIGN AREA

Use a separate sheet for each additional design.

Photos sent via email work best. Email your photo to artwork@spiritline.com. The high resolution photo (not blurry etc) must be .jpg, .eps, .tif or .ai file type, be at least 4" x 6" and have a file size of 1MB or more. Subject must be well-lit and in foreground of the photo. SpiritLine will not crop or color manage any photographs for reproduction. Your photo will be used as submitted.

Write and sketch the design as you wish it to appear on the item.
Lines in Design Formats section G) indicate text area.

PLEASE DO NOT FAX SPECIAL DESIGNS

We reserve the right to rearrange the design, wording or type style to make your personalized imprint look the best on the item.

*SUBMITTING YOUR PHOTOS

*SPECIAL ARTWORK

Choose one of two easy ways:

- Email us your artwork at artwork@spiritline.com or place your order online at SpiritLine.com. You will be prompted to upload your artwork. (Please include your order number in the subject line of all emails.)
- Enclose a sketch on a separate sheet of paper with your mail order. For quality purposes, please do not FAX artwork.

**The "Rights Release" (right) must be accepted in order for us to use your photo and/or Special artwork.*

RIGHTS RELEASE

I ACCEPT

For SpiritLine to utilize your photograph, piece of art, graphic or image or any other content (the "Content"), you must accept the terms of the Rights Release. Please indicate your acceptance by checking the box "I accept". Your failure to check this box means that SpiritLine will not be able to use your Content. You hereby grant SpiritLine a perpetual, worldwide, non-exclusive, royalty-free right to copy, display, modify, transmit, make derivative works of, perform and distribute the Content solely for the purpose of providing the identified service. You represent and warrant to SpiritLine that you either own, or have secured the required permissions, in writing, to make the Content available to SpiritLine and to grant the license to SpiritLine contained in this Rights Release. You are solely responsible for any violations of any kind related to the Content, including, without limitation, claims for or allegations of copyright infringement, violations of the right of publicity, or otherwise (collectively, the "Claims"). If SpiritLine receives a Claim, you shall indemnify SpiritLine for any resulting loss or damage suffered by SpiritLine, including SpiritLine's attorneys fees in defending against the Claim.

SHIPPING INFORMATION

STANDARD DELIVERY

Orders for in-stock items will arrive in 5-7 business days. Orders for items with production time (personalized and kit products) or out-of-stock will ship on the date indicated at time of order and arrive 3-5 business days after the ship date.

2-DAY EXPRESS

Orders for in-stock items placed by 3 p.m. Eastern Time will arrive in 2 business days. Orders for in-stock items placed after 3 p.m. Eastern Time will arrive in 3 business days. Orders for items with production time (personalized and kit products) or out-of-stock will ship on the date indicated at time of order and arrive 2 business days after the ship date.

NEXT DAY DELIVERY

Orders for in-stock items placed by 3 p.m. Eastern Time will arrive in 1 business day. Orders for in-stock items placed after 3 p.m. Eastern Time will arrive in 2 business days. Orders for items with production time (personalized and kit products) or out-of-stock will ship on the date indicated at time of order and arrive 1 business day after the ship date.

ORDERS TO APO/FPO MAILING ADDRESSES

Orders shipped to an APO or FPO address will ship via USPS Priority Mail. Use standard delivery charges in the chart below.

MAILING ORDERS TO U.S. TERRITORIES

Orders shipped to Puerto Rico are eligible for 2-day Express and Next Day shipping. See corresponding shipping charges in the chart below. Orders shipped to all other U.S. Territory addresses will be charged at International Rates. Go online for shipping charges.

ORDERS TO CANADA

Allow 2-3 days for customs clearance plus 4-7 days for delivery. SpiritLine now charges customs, duties, and taxes at the time you place your order online so there are no surprise charges when your order arrives. Go online for more details.

ALL OTHER AREAS OUTSIDE THE U.S.

Go online for international shipping rates. All customers outside the U.S. are responsible for customs, duties & local taxes.

Go to SpiritLine.com for shipping rates and details.

PROCESSING TIME

Typically we ship in-stock items within 48-72 hours and items with production time (personalized and kit products) within 3-5 business days. For current shipping dates and times on individual products, go online for up to the minute details. A ship date is assigned to each item at the time you place your order.

SHIPPING INFORMATION

We offer three great choices for the delivery of your order. Shipping and handling charges are based on the value of the merchandise and not the number of shipments. Select "ship my order when complete" and your items will ship together for a single delivery making it convenient for you and saving the environment at the same time! For additional shipping information, email us at cs@spiritline.com or call 1-800-314-8836. Freight policies and charges are subject to change without notice.

ADDITIONAL IMPORTANT INFORMATION & POLICIES

PAYMENT OPTIONS

We accept Visa, Mastercard, American Express, and Discover credit cards and PayPal. You may mail in a check with the order form. Sorry, C.O.D. is not available. We offer open accounts to schools and government entities upon request.

OPEN ACCOUNTS

Open accounts are on Net 30 day terms. An authorized official from the organization must approve the order and guarantee payment, including shipping costs for all orders. If your school uses purchase orders, please have the purchase order number ready when you place your order. For your protection and ours, we may ask that you confirm your order in writing. After 30 days a 1½% monthly service charge may be applied to all past due balances.

OTHER TERMS

Please remit all funds in U.S. dollars. A \$30 fee will be applied to returned checks. All credit balances not used or claimed within 90 days of invoicing become the property of SpiritLine.

PRICES & SALES TAX

Orders delivered in Indiana and New Jersey must include a 7% sales tax. (If tax exempt, include tax exempt certificate.) Catalog prices effective through June 30, 2012. Merchandise ordered from outdated catalogs will be invoiced at current catalog prices. Prices subject to change without notice.

RETURNS

We want you to be happy and satisfied with

your purchase. If you do need to make a return, please go online (SpiritLine.com/returns) for our return policy and easy to use return form.

COLOR MATCHES

We make every effort to coordinate colors but it is impossible to match exact colors in all materials.

OUT OF STOCK

If an item is temporarily out of stock, it will be noted at the time of your order. Out of stock items will be shipped to you as soon as they are available – at no extra charge.

QUANTITY INCREASE

Unless notification of quantity increase is received before work has begun on your order, the increase will be considered a separate order and must conform to minimum price and quantity requirements.

ERRORS AND OMISSIONS

Errors and omissions do occur. We reserve the right to correct any omissions or errors in this catalog.

PRODUCT SAFETY INFORMATION

To see how SpiritLine is adhering to product safety regulations go to SpiritLine.com/safety.

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