

## ART REQUIREMENTS

Supply vector based art for best reproduction. All text must be converted to outlines and file must be saved as an EPS or PDF. If vector art cannot be supplied, a high-resolution TIFF will be accepted. If art is not properly prepared, or if manipulation is needed, additional charges will apply. An art charge of \$75 per hour for recreations, touch-ups and corrections to supplied art will be billed as required.

### Typesetting charge \$25

All files must be e-mailed directly to our Art Department at [artdept@chocolateinn.net](mailto:artdept@chocolateinn.net). Zipped files above 5 megs cannot be accepted through e-mail and must be supplied on a PC-formatted Floppy, Zip Disk or CD. Acceptable programs are Adobe Illustrator (preferred), Adobe PhotoShop, Adobe InDesign, QuarkXpress in PC format only.

### DIGITAL ART FOR CHOCOLATE MOLDS:

Supply solid black line art (**black areas of art will be raised on chocolate**). No color grayscale or half-tone screens will be accepted. Smallest type size that can be clearly reproduced is 9 points Sanserif, and 10 points Serif. If vector art cannot be supplied please supply a solid black high resolution bitmap tiff (at least 600 DPI at desired size).

### WRAPPERS:

1oz Wrapper Bar: 5.64" length x 2.75" width, the front view is 2.25" length x 2.75" width.  
1.75 oz Wrapper Bar: 5.68" length x 4.5" width, the front view is 2" length x 4.5" width.  
Pre-Production Proofs: \$35, Colors will be 80% accurate.  
Matchproof: add \$80, Colors will be 90% accurate.  
This proof is to check positioning of the layout only.

All scans must be 400 dpi or higher. TIFF format required for pictures and photos.

## NEW E-COMMERCE OPPORTUNITIES

### CO-OP AND COMPANY STORE PROGRAMS:

We have digital files for all our images. These are available for distributors printed material, internet sites and intranet sites.

### DIGITAL SPEC SAMPLE:

We can create a full color sample of any of our chocolate pieces featuring your custom logo (some restrictions apply). This sample can be e-mailed or printed on paper.

## GENERAL INFORMATION

### STANDARD TOOLING & MOLD CHARGE:

- \$100 standard mold charge.
- 3D molds will be quoted on a per job basis.
- All Molds are made in-house to expedite production.
- No mold charges for generic stock designs (e.g., Happy Holidays, Thank You).
- All molds remain property of the factory.

### CHOCOLATE OPTIONS

Choose from Milk, Dark or White Premium Swiss Chocolate. All of our products are **Kosher** certified. We can produce a unique variety of shapes & sizes in chocolate. **If you don't see it, just ask!**

### SHELF -LIFE

Our Premium Swiss Chocolate products have a shelf-life of **One Year** if properly stored at room temperature.

### PAPER PROOF/PRODUCT PROOF

Paper proof on request, no charge.

Product Proof \$50, to be applied towards mold charge if approved. Allow one week from receipt of camera-ready art.

### SPEC SAMPLES

\$40, this cost to be applied to the mold charge if an order results. When the order is placed, standard charges will apply. Spec samples are **not** available on Chocolate Foiled Squares and Hot Stamp Plates

### LESS THAN MINIMUM

**Imprinted orders** add \$25,

**Unimprinted orders** add \$12.50.

Absolute minimum is half the lowest catalog quantity. LTM is not applicable on Foiled chocolate Squares and Wrapper Bars.

**November 20th through December 24th less than minimum orders are not available.**

### COMBINED QUANTITY PRICING

Take advantage of **combined pricing** when selecting more than one of our delicious confectionery presentations featuring the same size Chocolate Centerpiece. This affords you discounted pricing on multiple items with only **1 mold charge**. All centerpieces must be the same size/imprint and **minimum quantities apply for each product**.

### ACKNOWLEDGEMENTS

Orders are acknowledged upon receipt.

### PRODUCTION TIME/RUSH SERVICE

**Standard production time is 5 business days after receipt of complete order.** Complete order means: purchase order, artwork, proof approval, enclosure cards, and shipping instructions. All order details or any changes to an order must be received in writing. Changes to an order in production may cause a delay in shipment. Rush service available; rush charge may apply, contact factory. Air Freight must be authorized for rush service.

### PACKAGING OPTIONS

In place of cellophane, chocolates may be wrapped in Gold or Silver foil. Other foil colors are also available. Additional cost for foil wrap is as follows: EC1 .30; EC2, EC3 .40; EC5, EC6 .45. Foiling not available on certain pieces due to their shape. We include Gold or Silver Elastic Bow, or a matching Ribbon with all boxes.

## SHIPPING

All orders ship F.O.B. factory, NY via ground unless otherwise specified. Complete and accurate shipping address (no P.O. Box deliveries) must be provided, failure to do so may cause delays. Factory is not responsible for late deliveries when merchandise is given to carrier on time. C.O.D. shipments not available. **We ship year round.** Chocolates shipped during warm months and/or to warm climates are sent either in an insulated carton or via refrigerated truck. For insulated cartons, add \$ 15 per carton. When cost effective, a larger insulated carton can be used, \$25. **Credit is not provided for packages that are returned because of inadequate or inaccurate address.**

## SPLIT/DROP SHIPMENTS

Charges listed below are in addition to standard UPS and FedEx charges.

### Drop/Split Shipment List Transmission

Lists sent via email must reference the Distributor name and the Distributor's P.O.# in the subject line of the email. Emails without this information will not be accepted.

### Production Time

Orders utilizing split/drop shipments directly to recipients will be available for shipment 10 business days from factory's receipt of complete and accurate mailing list.

**Split Shipments** (Multiple units to multiple locations) \$7.50 per address. If more than 10 locations, we require an electronic file in MS Excel (.xls) in requested format. See below.

### Drop Shipments

 (Individual units to multiple locations)

Individual shipments require mailers.

- Disk or e-mail list with information in requested format \$3.00 per address.
- Disk or e-mail list with information in **other than requested** format \$4.00 per address
- Type written list \$4.50 per address.

Please follow chart below.

We can e-mail or send you a disc with the correct format. Below is an example of a list in MS Excel format. A printout of the disc must be provided as well.

Company	Contact	Addr 1	Addr 2	City	Stat	Zip	Qty
Marto Inc	Jane Smith	310 East 45 St	5th Flr	Lawrence	NY	11559	
Star	Purchasing Dept.	57 Muriel Ave		Atlanta	GA	30339	
Sklar Sales		5 Park Circle	Suite 12m	Irving	TX	75038	

- Either contact or company may be blank but not both.
- Address 2 may be blank.
- If the quantity per address varies, the "Quantity" field must be included.
- All addresses must be submitted in a single spreadsheet or file. Spreadsheets **MUST** contain only one worksheet and must be complete.
- Supplied list must match the quantity of the purchase order.

## MAILINGS/INSERTIONS

Card insertions, add .10 per piece, if supplied cards are identical. Cards needing to be matched to individual recipients add \$2.00 per card. If cards must be enclosed in provided envelopes add .50.

### HOLIDAY GIFT CARD:

Gift cards are available with adding the same message on all gift cards. \$2.00



## MAILERS

Available for each size. In bulk:

TR48, SQ 64 and FBTR \$2.25.

FB36, SQ32, Wood Box, TR24, Large/Small Chocolate Box and 1lb truck \$2.00.

TR16, SQ 16, FB 16, EC6 A, EC6C, EC6C T, EC6 AT, EC6ABR, EC6CBR and CFB \$ 1.50.

All others, \$ 1.25.

Insert product into mailer and ship bulk to one location add, \$ 1.50 pp to the mailer charge.

## EXPORT SHIPMENTS

Shipping cost plus \$20 per destination covers additional paperwork. International shipments are shipped only via UPS and FedEx. International duties and taxes are billed at a later date.

## CO-OP PROGRAM POLICY

We offer complete fulfillment services including storing and shipping of products as needed.

## OVERRUNS/UNDERRUNS

We reserve the right to overrun or underrun by 5%

## REPEAT ORDERS

Please furnish your previous purchase order number and the date of the purchase order. No set up or mold charge for exact reorders, **with the exception of Chocolate Foiled Squares.**

## BOX IMPRINTING

**Hot Stamp Process:** \$60 Plate Charge plus .30 running charge per box

**Silk Screen Process:** \$75 screen charge plus .60 running charge per box, per color.

PMS match add \$30.

Preproduction proof is an additional \$40 per color.

Minimum 250 boxes.

## CANCELLATIONS

A \$50 Cancellation charge plus all costs incurred up to the cancellation date will be billed accordingly.

## TRADEMARK USAGE

All copy or other materials submitted by the customer for use by us in producing the items ordered will be accepted as being submitted in full compliance with all applicable laws regarding trademark, service mark, copyright, right to privacy, patent or similar protection. Copy and trademarks illustrated in this catalog are used to demonstrate product imprinting and are not actual purchases by the organization shown. Items shown do not constitute endorsement of our product line by anyone.