

## FLEXSYSTEMS QUICK INFORMATION SHEET

### HOW THE PROCESS WORKS

1. Send quote request to FLEX.
2. FLEX will quote same day; BOTH ORIENT and DOMESTIC if desired.
3. P.O., art and payment sent to FLEX.
4. FLEX sends art approval to customer.
5. Client signs art approval and faxes/emails approval to FLEX.
6. FLEX orders mold.
7. SAMPLE arrives in 3-5 days. A scanned image of the pre-pro part is sent to client. If a physical sample is required, add \$50.00.
8. If FLEX is decorating, we will send a scan of the label placement for approval. If a physical sample is required, add \$100.00.
9. Client signs off on scan or physical pre-production sample.
10. Full production begins.

### HOW TO USE - APPLICATION METHODS AND COST

1. SEWING: 1-99 part(s) - \$2.99ea, 100-499 - \$1.99ea, 500-999 - \$1.50ea, 1000 plus - \$1.00
2. HEAT SEAL: 1-99 part(s) - \$2.99ea, 100-499 - \$1.99ea, 500-999 - \$1.50ea, 1000 plus - \$1.00 (ITEM MUST BE TESTED BEFORE IT IS QUOTED)

### TIMING

1. TOOLING CUT OFF TIME: If art approval is signed off by 10:00 am, the mold will arrive within three business days. RUSH ORDERS: Mold arrives next business day.
2. ART APPROVAL: Within 24 hours of P.O. receipt and payment, pending any issues or incomplete information on the P.O.
3. SAMPLES:  
USA: Upon receipt of workable art, P.O. and payment, the samples (hand cut) will ship 3-5 business days from your art approval sign off.  
RUSH service available, samples within 3 business days.  
ORIENT: Upon receipt of workable art and P.O., the sample will ship 1-2 weeks from your art approval sign off.  
Orient samples are typically provided as a digital image, if a physical sample is required, add \$50.00 plus shipping.
4. PRODUCTION:  
USA: Upon receipt of your P.O., payment and sample approval, your order will ship within 2 weeks. Large quantities may be longer.  
ORIENT: Upon receipt of your P.O., payment and sample approval, your order will ship within 2-4 weeks. Large quantities will be longer.
5. SEWING:  
Samples (scan or physical): Within one week.  
Physical sample: To sew one part is \$100.00 per part, plus shipping.  
Production: To be determined.
6. We ship plus/minus 5% on every order.
7. We allow for 5% fallout on every order.
8. We allow for 2% spoilage on every order.
9. Tooling (molds and dies) — are the property of Flexsystems and will be kept no more than two years from your last order.  
If used frequently, your tooling may be replaced, due to normal wear and tear, and you will be charged for replacements.

### ARTWORK

1. Vector-based line art, with text converted to outlines, in Adobe Illustrator EPS format.
2. Email file to flexsys@flexsystems.com
3. If vector-based "workable" art is not available, an art charge of \$75.00 per hour will be applied to vectorize the art. Minimum of one hour is charged.
4. Please provide dimensions, colors (pantone/PMS), sew line if applicable, as well as application method.

### DURABILITY

1. FLEX products are made from PROP 65, CPSA compliant, medical grade, pour-molded PVC.  
This material will outlast silkscreen and embroidery. It will not fade, crack, peel or unravel. You can wash, dry, dry-clean, use in salt-water and is child-safe.  
Independent SGS test results are available upon request for USA parts only.

### DECORATION, FULFILMENT, ASSEMBLY, WAREHOUSING

1. FLEX can heatseal, sew, embroider, silkscreen, assemble, pack-repack or warehouse your product.
2. FLEX can also aid your sewing or embroidery contractor should you choose for them to apply the labels onto your blank goods.

### PRICING - DEPENDS ON SIZE, QUANTITY, NUMBER OF COLORS AND AMOUNT OF DETAIL

1. Email sales@flexsystems.com or call 619.401.1858 for a quote.
2. The same tooling can often be used to produce labels, hangtags, key chains, magnets and stickers.

### COSTS - NO MINIMUMS

1. USA: NO MINIMUMS.
2. MOLD FEES: 1-100 parts: \$100.00, 101-250 parts: \$150.00, 251-499 parts: \$175.00, 500+ parts: \$250.00. (DESIGN MUST BE 3" OR LESS TO QUALIFY)
3. CUTTING DIE FEES: May or may not be required. Quoted based upon size and shape.
4. TOOLING IS KEPT IN-HOUSE NO MORE THAN TWO YEARS FROM YOUR LAST ORDER.
5. ORIENT. 250 PIECE MINIMUM.
6. MOLD FEES: \$199.00.
7. CUTTING DIE FEES: May or may not be required.
8. TOOLING IS KEPT NO MORE THAN TWO YEARS FROM YOUR LAST ORDER.

### PURCHASE ORDERS

1. P.O. for set up: Must have mold, cutting die, art charge, if applicable, and colorway charge, if applicable.
2. P.O. for production: *Please be sure to include the following on your P.O.*
  - P.O. must have a valid purchase order number.
  - If on company letterhead, it must state, "This is a valid purchase order" and have an authorized signature.
  - If paying by Credit Card, please submit the credit card form available from your sales representative.
  - If paying by check, a copy of the check must be faxed along with the tracking number for the check shipment.
  - \$75.00 for each additional colorway. Each set up includes one colorway.
  - Samples. A free digital proof (scan) of the sample will be provided. Physical samples are \$50.00, applied samples are \$100.00 each plus shipping.
  - Shipping address for both the sample and the production portion of your order.
  - Ship method and shipper's account number.
  - Required ship date and in-hands date.
  - Quantity, price and style number.
  - Any special requests: Pack-Repack, Special Packaging, Polybagging, Quantity per bag/box, etc.
  - Rush fees, if applicable \$150.00 for sample, \$150.00 for production.
  - TERMS: Cash in advance (CIA).
3. If we are handling the decoration, all drop shipments of blank goods delivered by freight must have a TAIL-LIFT.

### ADDITIONAL COSTS. *The following may apply to your order.*

1. HANDLING FEE: A nominal amount from \$10.00-\$35.00 is added to every drop-ship address on the P.O. If we use your shipper number, we will still charge the handling fee.
2. WIRE TRANSFERS: Wire transfer fee is \$50.00.
3. COD: Cash On Delivery fee of \$7.50 is charged.
4. CREDIT CARD PAYMENT: A 3.5% fee is charged.
5. STORAGE FEE: Any delay in approval of your parts, while product is warehoused by FLEX, will result in a \$75.00 per day charge for storage and must be paid prior to shipping.
6. MULTIPLE DROP SHIPMENTS: Any order that ships to more than 5 addresses will incur a charge of \$10.00 per address.

### TERMS

CIA - CASH IN ADVANCE