

“No Approval Required Policy”

Objective:

This new policy is aimed at speeding up custom services by allowing smaller orders with proper artwork and Purchase Order information to flow directly to production without requiring an approval of specifications.

Policy Details:

1. Order quantity/value:

- a. 1-2 flag/banner orders of 1 design on new orders
- b. Repeat order with no change of 1 design totaling \$500 or less.
 - i. Must be for the same customer.
 - ii. Repeat must be within 3 years.
 - iii. There can be no change on CPS form including price.

2. Flag/Banner Size:

- a. 12x18 inch through 4x6 foot for new orders
- b. Any size on repeat order within parameters

3. Artwork Requirements:

- a. Must be vector
- b. PMS colors must be provided either in file or with order

4. Communication

- a. Automated email response.
- b. Faxed confirmation.
- c. E-blast.
- d. Custom Promo Newsletter.

5. Allowable Products & Finishes

- a. Only single reverse flags and banners with:
 - i. Heading & 2 Grommets on left side
 - ii. Simple pole sleeve and Colonial with or without tabs on left side.
 - iii. Standard lead times only no rush orders.

6. Customer must indicate on their emailed or faxed PO that they require CPS form for approval. Annin may also require a signature on an order.