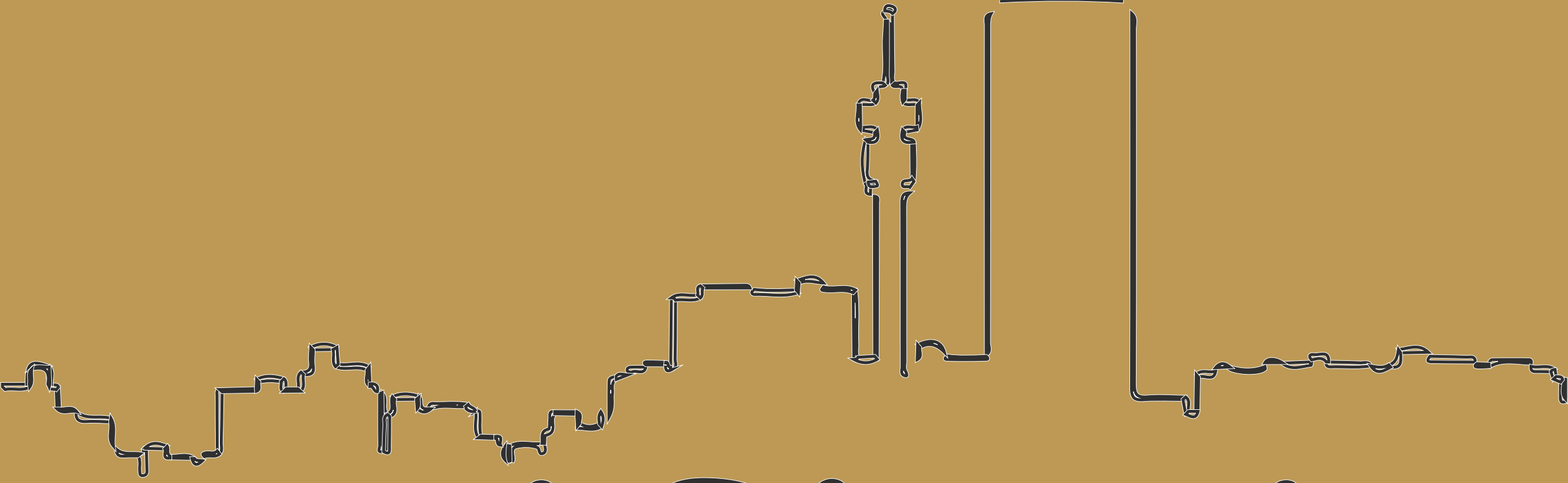




Mzanzi Hospitality

BRANDING

Branding Terms and Conditions

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A. Branding procedure

1. Artwork layouts can only be created once we have received a signed Sales Order and a 50% deposit confirmation.
2. Artwork needs to be supplied in a specific format for us to attend to your order quickly and efficiently.
3. Once we have done the layouts you will be asked to sign a Artwork Approval Form so that a sample can be made for approval.
4. Artwork for Orders that have a specific Deadline need to signed urgently as we will not commence manufacture or branding without a signed approval form emailed or faxed back to us.
5. It is recommended that you send your artwork to us first so that we can check to see if the branding type you want will work for your artwork & product selected is correct for your specific artwork.

B. Mzanzi Hospitality Branding Policy

1. Acceptable file formats - CDR, EPS, AI, PDF.
2. Vector artwork is preferred, we accept PC FORMAT ARTWORK only.
3. Tips to assist you preparing artwork:
 - a) All fonts must be converted to curves to avoid font substitutions.
 - b) Please include font size and type if typesetting is required.
 - c) Formats we do not accept - word files, gif files, jpeg under 600 dpi, and powerpoint.
4. Upon written approval of artwork layouts, please confirm with your sales consultant that Mzanzi Hospitality has received your sign offs.
5. Mzanzi Hospitality cannot take responsibility for non delivery of orders of layout approvals have not been received timeously.
6. Artwork received in the correct format will not be charged for.
7. Artwork not received in the correct format will attract a re-drawing fee of R200 ex VAT.
8. With each order a total of TWO FREE ARTWORK CHANGES is allowed, after any additional changes will be charged for at R100 ex VAT per change.
9. Artwork must first be approved in writing on the form provided before any manufacturing can commence.

Embossing, Engraving & Laser-cutting Rules:

1. Logos need to be in **black and white**.
2. Black represents the raised part of the artwork and white would be the flat part (or the unaffected part).
3. Please check with us that your logo can be embossed, engraved or die cut - certain artwork does not lend itself to these branding processes.
4. Embossing is recommended for orders greater than 50 units and engraving is recommended where the order is less than 50 units.
5. Scratch Engraving is available in single line or solid type. We will recommend the type depending on your job specs.

Digital Printing Rules:

1. Please supply us with your **CMYK Codes** when digital printing is required.
2. High resolution images are required (Lowest being 600 DPI - highest being 1200 DPI).
3. Images need to be scaled to the actual size required.
4. Please be aware that digital printing onto aluminium will produce a **15% colour variance** as opposed to printing onto paper.
5. We have limitations when it comes to digital printing onto aluminium that is powder coated in colours other than clear or white - therefore please check with us first with regard to your artwork being printed onto other colours.
6. We cannot print on Tins or Stainless Steel. Please emboss or use vinyl instead.
7. Please note that Mzanzi hospitality will not be held responsible for poor quality of images where the initial artwork supplied is poor.
8. WE **DO NOT DIGITALLY PRINT WHITE (BUT WE CAN OFFER WHITE IN SCREEN AND VINYL PRINTING)**

C. Artwork Fees

1. All orders have an artwork, design and machinery setup fee - this will be on your quote.
2. Artwork not received in the correct format (as discussed above) will attract a design and redrawing fee of **R350 per hour excl vat**.
3. Orders cancelled after layouts have been generated will be charged for at **R450 excl vat**.

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