



MagiCubes® Order Form

Order Instructions

- 1- Please read all below instructions before completing the order form. Delivery of your order, on time depends on following our workflow.
- 2- Fill out the form below and print, sign and return to PTI via PDF. Please email to your account manager.
- 3- Within 1 business day of receiving this completed form, you will receive an invoice via email. The invoice needs to be signed and returned via email. Your 50% deposit is due with order, and remaining balance will be due prior to final shipping of your custom product. Magicubes.com® is a division of PTI Media LLC. You have 3 options to submit payment:

If paying by check (includes the quoted 3.5% cash discount), please make check payable to:

**MagiCubes®
Accounts Receivable
321 High School Road NE; STE 584
Bainbridge Island, WA 98110**

If paying by credit card, note that a cash discount reversal fee of 3.5% will be added to the total invoice amount due. Credit Cards are not eligible for a cash discount.

If paying by wire transfer, or if you are outside the U.S.A. Invoice will contain EFT/ACH Wire details.

4- IMPORTANT To submit artwork, please upload at <http://www.magicubes.com/upload> **Fill in your email address, job name and PTI job # (found on your MagiCubes Invoice). The PASSWORD is "MAGIC"**. Please upload the official layered template with your art on the correct layer. If not followed, a delay in production will delay delivery.

5- As soon as we receive the signed invoice, artwork and 50% deposit, your order will be processed.

6- Upon receiving art, within 1-2 days, you will receive, via email, a digital proof(s) for you to approve before we start production. When the proofs are approved, we can start the production clock. The first 3D video proof is free. Additional Video proofs may incur an \$85 charge. All PDF proofs are free. All orders will not print unless the PDF proofs are approved after any changes.

7- Digital PDF proofs are free. One 3D Video proof is free. Optionally, a physical pre-production proof will be available within 12-16 days and must be approved within 1-2 days of receipt. If any changes in artwork are required, a new setup may be added to the invoice. Once proof is approved, your job will go into production. Please provide your shipper billing account for proof transportation charge. Physical Proofs will add 10-15 days to your delivery quote.

8- Prior to Final Delivery, we will request that you reconfirm your SHIP TO address. Unless stated otherwise on your invoice, all orders are FOB West Coast USA,. Therefore, domestic delivery from West Coast USA to your final destination is *not* included. Any open balance must be paid prior to international air shipping.

9- In order to avoid delivery delays, please check your invoice for final payment due date, and plan to submit payment accordingly. Please note that full payment must be received prior to all International shipments. **All custom orders require full payment prior to shipment and delivery.**

10- Please check the date for when your order will be ready. This date is stated on the MagiCubes Invoice. See Shipment Ready Date. If payment is late or past due, your order will be delayed plus storage \$25/day charges may be applied to your final invoice.

Non-compliance or delay with any of the above requirements may cause delays on production and possibly a delivery delay of your order.

I agree to the PTI Media LLC / Magicubes.com Order Process and Terms and Conditions. I understand if the process is not followed, then my order is subject to delays.

Print Name: _____ **Company / Title:** _____

Signature: _____ **Date:** _____



MagiCubes® Order Form

PO Number: _____ Order Date: _____ PTI Job # _____

Billing
Company _____
Address _____
City _____ St. _____ Zip _____
Country: _____
Phone: _____
Contact Name _____
Title _____
Email _____

Shipping
Company _____
Address 1 _____
Address 2 _____
City _____ St. _____ Zip _____
Country: _____
*Phone _____
Contact Name _____
Email _____

Method of Payment -Please select one: **Business Check** - ***Credit Card** - **Bank Wire** - **EFT/ACH**

- **Your order will not start until your deposit has been received.**
- Web prices, and all quotations include a 3.5% cash discount for payments made by EFT, Checks and Bank Wire.
- Credit Cards are not eligible for cash discount. A 3.5% Cash Discount reversal fee will be added to the invoice.
- For Credit Card payments, please see the "Click To Pay" link with your emailed invoice.
- For Checks, please mail to the above address

Reseller Account # _ASI / PPAI # _____ **Ad Agency - Reseller #** _____

Order Details: Please complete all fields.

Style MC # _____ **Quantity** _____ **Art/ Logo Name** _____

Custom Request: _____

Packaging: Choose (all applicable)- **Free Plain White** **Optional Custom 4C Gift Box** **Mailing Box 3x3x3**

Delivery: Choose- **Ocean Freight** FOB Los Angeles, CA USA, - or **Air Freight** Delivered- Door to Door
Ocean- Production time + 4-5 weeks **Air -** Production time, + 3-5 days
(see website or quote for International Freight costs)
 Fulfillment

PROOFS: Digital Proofs Only (free) or Digital Proofs Plus Optional Physical Proof -\$350 plus allow 2 extra weeks)

Desired Delivery Date _____

Event/Deadline Date _____/City _____

Purchasing Contact

Graphic Designer or Artwork Manager

Name _____
Title _____
Phone _____
Email _____

Name _____
Phone _____
Email _____

Authorized Buyer Name : _____

Title _____

Authorized Signature: _____

Date _____

Must be an officer or VP level or above. Please return this completed / signed form to your MagiCubes® Account Representative via Email.



ORDER TERMS AND CONDITIONS

Acceptable Art formats: Must use MagiCubes.com official style template. We accept LAYERED Adobe AI Format, LAYERED Adobe PSD Format (350 dpi). Unacceptable art files WILL create production delays. Art must be submitted via MagiCubes® upload utility. <http://www.magicubes.com/upload>

Art charges: If editing or correcting submitted art files is required, then we may need to charge \$85 per hour, one-hour min., for graphic design services. Written pre-approval will be obtained prior to incurring any obligation.

Cancellation of orders: All Orders are non-cancellable. No refunds on custom orders. If production is delayed (art or approval delays) more than 30 days, prices are subject to change to current web prices that are valid on date proofs are approved.

Credit Card Payments: Credit Cards are accepted; however, CC payments are not eligible for published 3.5% check/wire discounts.

Delivery: Air Cargo is Door to Door; **Ocean Cargo is F.O.B.** Los Angeles, CA 90302 unless otherwise stated on Invoice.

Digital proofs: Digital image proof sent by email. Digital Video Proofs via web link. Physical Proofs are optional with extra charge.

Discounts: Discounts and Special Offers may be revoked if payments are received more than 10 days late.

Drop shipments and Split Shipments: Quote Upon Request. Full cartons only. Minimum Split Shipment Fee \$175..

Fulfillment: Fulfillment and individual mailing services and custom packing and packaging is available. Quote Upon Request.

Orders: Please submit (order form and PO's) as PDF via Email. See website for current pricing. Any changes or modifications to orders must be submitted in writing, and may cause production delay. An order cannot be processed until **1.** Digital proof is approved, **2.** 50% min. deposit is recvd, **3.** Signed Invoice is received. Delay, will delay production, and may cause delivery delays.

Overruns: Orders are shipped exact quantity. No Overruns. We ship full cases only.

Packaging: MagiCubes® products are individually shrink wrapped. Custom packaging is available; contact your rep for a quote.

Payment Terms: 50% deposit due with order, and remaining balance due prior to shipping. 50% deposit is required with purchase order to hold pricing and production schedule up to 30 days. As soon as we receive deposit, artwork, signed terms, and invoice your job will go into production. **Delays on us receiving the deliverables may cause delay on shipping of your order.** *Published prices already include a 3.5% cash/check discount. Credit Card payments are not eligible for Cash Discounts. Please add 3.5% of the total order to your payment amount*. All Orders and Prices Are FOB Los Angeles, CA 90302, Unless Otherwise Stated.

Preproduction samples: For additional charge one preproduction sample is included. Changes made after preproduction proofs will incur a new set-up charge and a new preproduction sample charge (if another preproduction sample is requested).

Pricing: Please confirm Prices on MagiCubes.com. If production is delayed (art or approval delays) more than 30 days, prices are subject to change to current web prices that are valid at date proofs are approved.

Production time: Standard Production is 3-4 weeks after proof approval. Contact your rep for current production schedule.

Proofs: You will receive a digital proof within 2-3 Business day upon receiving an order and art files. Art must be approved within 1 Business day. Delay in receiving proof approval may delay delivery of your order.

Returns: Manufacture defects only. PTI Media LLC must receive items for testing prior to authorizing return of defective items. If the item is in-fact deemed defective due to manufacturing, PTI Media will replace the defective item. All our items are thoroughly inspected prior to shipping. We provide a post-production (see website for examples) video to provide 'press-check' eyes on each and every order. All orders are 'NON RETURNABLE'. No returns allowed. Exchange made for defective merchandise only.

Rush Delivery: If buyer requests a rush delivery, PTI/MagiCubes® will do its best to meet your delivery date. PTI/MagiCubes® is not responsible or liable for delays caused by third parties such as UPS, DHL, governmental agencies, security, customs, etc.

Shipping: F.O.B. West Coast or Delivered as specified on invoice. US Customs prohibit Blind Shipping from Hong Kong factory. International Shipments can not be processed as blind shipping. International Split shipments may require fee of min. \$175 per split.

Trademark notice: Imprinted artwork of logos and design are shown to illustrate our decorating and design capabilities only and do not represent an endorsement of the manufacturer or their products. We reserve the right to use all products for our self promotion unless otherwise specified at the time of order. Prices include a 10% consideration for use in marketing discount. By submitting an order to MagiCubes® customer represents that the use or display of artwork will not violate any applicable laws or client restrictions and hereby agrees to defend and hold PTI Media LLC./MagiCubes® and its affiliated companies harmless from all claims. **Warranty:** We guarantee 100% working products. All returns MUST be approved and authorized by MagiCubes®. Factory must be contacted within 15 days of receipt of delivery of first shipment. Warranty does not include shipping charges.

NAME: _____ COMPANY: _____

SIGNATURE: _____ TITLE: _____ DATE: _____