



2010 STAMP DEALER GUIDELINES

Everything you need to know about our stamper process!

OFFICE HOURS MONDAY THROUGH FRIDAY, 9:00 A.M. TO 4:00 P.M. CENTRAL TIME

PLACING AN ORDER ALL ORDERS MUST BE PLACED USING A NOTEWORTHY ORDER FORM. ANY ERRORS ARISING FROM USE OF ANY OTHER ORDER FORM WILL BE AT THE RETAILER'S EXPENSE. PLEASE FAX YOUR ORDER TO 800.867.9879, OR EMAIL IT TO INVOICE1@NOTEWORTHYONLINE.COM. WE REGRET WE DO NOT ACCEPT ORDERS OVER THE PHONE.

MULTIPLE ITEMS EACH ITEM MUST BE ORDERED ON A SEPARATE ORDER FORM. UNLESS INDICATED OTHERWISE, ITEMS FOR THE SAME CUSTOMER OR RETAILER WILL BE SHIPPED TOGETHER TO AVOID MULTIPLE SHIPPING CHARGES WHEN POSSIBLE AND AT NOTEWORTHY'S DISCRETION. WE CAN COMBINE AS MANY STAMPER ORDERS AS YOU LIKE IN ONE BOX. IF YOU WISH INDIVIDUAL STAMP ORDERS TO BE SHIPPED TOGETHER, THEY **MUST BE SUBMITTED AT THE SAME TIME**. WAITING EVEN A FEW MINUTES BETWEEN FAXES MAY CAUSE THE ORDERS TO BE SHIPPED SEPARATELY. WE REGRET THAT WE CANNOT MAKE EXCEPTIONS TO THIS RULE.

RUSH PROCESSING WE REGRET THAT WE DO NOT OFFER RUSH PROCESSING ON STAMPS AT THIS TIME.

PROCESSING TIME ORDERS WILL NORMALLY SHIP WITHIN 5 BUSINESS DAYS FROM RECEIPT. PROCESSING TIMES AFTER OCTOBER 1ST WILL VARY, BUT ARE TYPICALLY WITHIN 10 BUSINESS DAYS. PLEASE REFER TO WWW.NOTEWORTHYONLINE.COM FOR CURRENT ESTIMATED PROCESSING TIMES AND DISCONTINUED ITEMS.

TEXT CLEARLY PRINT ALL COPY EXACTLY AS YOU WISH IT TO APPEAR. WHEN FAXING, BE CAREFUL NOT TO WRITE IN THE MARGINS AS IT WILL NOT COME THROUGH ON THE FAX! ABBREVIATIONS OR EXPANSION OF ABBREVIATIONS MAY BE NECESSARY AT TIMES, AND WILL BE MADE AT NOTEWORTHY'S DISCRETION.

CHARACTER LIMITS WE RECOMMEND THAT YOU LIMIT THE NUMBER OF CHARACTERS TO NO MORE THAN 60 ON THE CIRCULAR STAMPS, INCLUDING SPACES. ON SQUARE STAMPS WE RECOMMEND 16 CHARACTERS PER LINE, INCLUDING SPACES. SOME FONTS DO ALLOW FOR MORE CHARACTERS THAN OTHERS. IF YOU SUBMIT MORE CHARACTERS THAN RECOMMENDED, WE WILL SET THE STAMP UP FOR YOU, BUT WE WILL NOT GUARANTEE LEGIBILITY.

ADDITIONAL INK COLOR PADS EACH STAMPER ARRIVES LOADED WITH A BLACK INK CARTRIDGE. ADDITIONAL CARTRIDGES ARE AVAILABLE IN THE FOLLOWING COLORS: BROWN, ORANGE, OCEAN GREEN, HOT PINK, GRAPE, BLUE, MAGENTA, PURPLE, OLIVE GREEN, RED, TURQUOISE, LIME GREEN, MAROON AND BLACK. THE PRICE IS \$10 RETAIL PER PAD. EACH PAD WILL PROVIDE ABOUT 800 IMPRESSIONS, BUT MAY VARY ACCORDING TO THE DESIGN AND THE TYPE OF PAPER YOU'RE STAMPING.

INK REFILL BOTTLES INK REFILL BOTTLES ARE AVAILABLE FOR \$12 EACH RETAIL, IN ALL OF THE COLORS LISTED ABOVE. EACH BOTTLE CONTAINS 1/2 OUNCE OF INK, AND WILL ALLOW YOU TO RE-INK YOUR STAMP 5 TO 6 TIMES.

2010 STAMP DEALER GUIDELINES CONTINUED

- REQUESTED PROOFS** YOU MUST INDICATE A PROOF REQUEST ON YOUR ORDER FORM BY CHECKING THE APPROPRIATE BOX. A PROOF IS TYPICALLY SENT WITHIN 24-48 HOURS, AND CAN BE SENT VIA FAX OR EMAIL. A \$5 NET CHARGE APPLIES FOR EACH REQUESTED PROOF - EDITS/CHANGES TO TEXT MAY INCUR ADDITIONAL CHARGES. PLEASE NOTE : ANY MISTAKE ON THE APPROVED VERSION OF THE ORDER BECOMES THE RESPONSIBILITY OF THE DEALER, REGARDLESS OF THE ORIGIN OF THE MISTAKE.
- SHIPPING** WE SHIP ORDERS VIA UPS GROUND, 3-DAY, 2-DAY AIR OR OVERNIGHT. WE NOW OFFER A FLAT SHIPPING RATE OF \$5.99 FOR UP TO 2 STAMPS SHIPPED WITHIN THE CONTINENTAL US VIA FED EX SMART POST (TYPICALLY TAKES 1-2 DAYS LONGER THAN UPS GROUND). IF YOU WANT THE ORDER DROP-SHIPPED (AT NO EXTRA CHARGE), PLEASE INDICATE THE DROP-SHIP INFORMATION ON THE ORDER FORM! UPS HAS 10 FULL BUSINESS DAYS TO DELIVER GROUND PACKAGES, DESPITE WHAT THEIR ESTIMATED DELIVERY TIME IS. PLEASE ALLOW 10 FULL DAYS FOR GROUND DELIVERY! WE ARE NOT RESPONSIBLE FOR LATE DELIVERIES DUE TO INCLEMENT WEATHER OR CIRCUMSTANCES BEYOND OUR CONTROL.
- SHIPPING CHARGE** WE CHARGE ACTUAL UPS RATES WHEN SHIPPING GROUND, 3-DAY, 2-DAY AIR OR OVERNIGHT. THESE CHARGES WILL VARY ACCORDING TO WEIGHT, DISTANCE AND SHIPPING METHOD. THE AVERAGE RATE FOR ONE BOX SHIPPED GROUND IS \$8.50 WHEN SHIPPED WITHIN THE CONTINENTAL US. IF YOU CHOSE THE FLAT RATE SHIPPING, YOU WILL BE CHARGED \$5.99 FOR UP TO 2 STAMPS SHIPPED WITHIN THE CONTINENTAL US.
- INVOICES** INVOICES ARE NOT INCLUDED IN THE BOX IN WHICH THE ORDER IS SHIPPED. YOU WILL RECEIVE INVOICES VIA MAIL AFTER THE ORDER HAS ARRIVED.
- ERRORS** WHEN AN ERROR ON YOUR ORDER IS OUR MISTAKE, WE WILL RE-DO THE ORDER AT NO CHARGE AND SHIP IT OUT IN NO LONGER THAN 3 BUSINESS DAYS. CLAIMS MUST BE MADE WITHIN 10 BUSINESS DAYS OF RECEIVING THE ORDER. PLEASE DO NOT DISCARD THE ORIGINAL ORDER, AS WE MAY ISSUE A UPS CALL-TAG TO COLLECT THE ERROR. IF WE ARE UNABLE TO CALL-TAG THE ORIGINAL ORDER, NO REFUND CAN BE ISSUED. CUSTOMER OR DEALER ERRORS ARE THE RESPONSIBILITY OF THE DEALER, BUT WILL RECEIVE AN ADDITIONAL DISCOUNT. PLEASE RESUBMIT THE ORDER WITH ANY CORRECTIONS, INCLUDING CHANGES TO THE DROP-SHIP ADDRESS, PROOF REQUESTED, SHIPPING, ETC. WE WILL ONLY EXTEND AN ADDITIONAL DISCOUNT IF YOU INDICATE THAT THE ORDER IS A REDO DUE TO A TEXT ERROR ON THE FORM.
- CANCELLATION** IF YOU WISH TO CANCEL A STAMP ORDER AND IT HAS ALREADY BEGUN TO BE PROCESSED, A \$10 CANCELLATION FEE WILL APPLY, PLUS ANY ACCUMULATED PROOF & EDIT CHARGES. ONCE AN ORDER HAS BEEN MANUFACTURED, IT IS THE RESPONSIBILITY OF THE DEALER.
- CHANGES** A NET CHARGE OF \$10 MAY BE INCURRED FOR ANY CHANGES MADE AFTER AN ORDER HAS BEEN PLACED.
- COLLEGIATE STAMPS** PLEASE NOTE: WE CAN NOT PROCESS ORDERS THAT INCLUDE BUSINESS NAMES ON COLLEGIATE STAMPS.
- STAMPABLE NOTES** COORDINATING STAMPABLE NOTE CARDS ARE AVAILABLE IN BOXES OF 10, AND CAN BE DROP-SHIPPED WITH YOUR STAMPER. PLEASE INDICATE STYLE # AND QUANTITY UNDER SPECIAL INSTRUCTIONS ON THE STAMP ORDER.

P.O. BOX 6757, MIRAMAR BEACH, FLORIDA 32550

TOLL FREE 800.834.7044 • FAX 800.867.9879 • WWW.NOTEWORTHYONLINE.COM