**TCG Graphics & Printing**

**Design Policy Agreement**

**1. All pictures and information that need to be completed for the processing of your order MUST ALL be received before any work begins on your project. If the information is not received by the date specified, TCG Graphics & Printing will not be liable to the agreed date and time for pick up.**

**2.All TCG Graphics & Printing designed projects shall have proof emailed for customers’ review. Once proof has been sent to the customer’s email, ALL communication for edits MUST ONLY be sent in an email form on one email to reduce confusion, mistakes, and the design processing time.**

**3. ONLY 2 EDITS ARE PROCESSED BEFORE ADDITIONAL DESIGN TIME AT THE RATE OF ½ HOUR INCREMENTS OF $20.**

**4. Approvals to print the order are REQUIRED TO BE in an email or an in-person signature form ONLY. The order will NOT be printed unless approval of artwork has been received.**

**5. ANY CHANGES AFTER THE APPROVAL HAS BEEN RECEIVED WILL: DELAY PICK UP, ENCURE ADDITONAL CHARGES FOR DESIGN AND IF PRINIING HAS BEGAN, THOSE PRINTS WILL BE COUNTED TOWARDS THE FINAL COUNT UNLESS CUSTOMER AGREES TO PAY FOR ADDITIONAL CORRECTED PRINTS.**