

Order production Terms and conditions:



Please read the following important information to avoid possible delays in order production.

In order for us to proceed once your Quote or order is confirmed, we will require the following:

- ✓ Completed Client Information Form for formal quoting / invoicing purposes.
- ✓ Signed Formal Quote as order confirmation or Official Purchase Order.
- ✓ Signed & Approved Artwork Layout proof page/s – will revert once the artwork images, logo's, etc
- ✓ Print-Ready artwork is received.
- ✓ PRINT-READY artwork to be supplied on Gazebo World Product Templates.
These are available for download here: <https://www.gazeboworld.co.za/templates/>
- ✓ 60% Confirmation Deposit required on quote acceptance.
- ✓ ORDERS WILL NOT PROCEED TO PRINT UNTIL THE 60% DEPOSIT IS RECEIVED
- ✓ If the quote is less than R8000.00 we require full payment before commencement of production.
- ✓ Please ensure to email a copy of the POP directly to your relevant sales person so that there are no delays in proceeding with the order.
- ✓ Balance POP to be send 48 hours prior to delivery / collection.
- ✓ Goods will only be released once funds are bank cleared.
- ✓ Once payment is received, proofs approved, production takes between 5 and 10 working days, obviously depending on order size.
- ✓ All orders are produced in our factory in Midrand. Please allow 3 to 4 days transit time with couriers for orders outside of Gauteng.

If you have not received any forms, download them here:

Client Info Form

Purchase Order Form

Reseller Application

Artwork Guidelines



Artwork Creation:

Our In-House Design Team are ready and waiting to impress you with world class designs and proofs in record time. Please note that we will need your logo and or artwork in specific formats and resolutions as stated below.



Logo / Artwork Format

You need to Email your Logo to us in Vector PDF Format. This is very important. We cannot use jpeg or any other format. To check if your logo is vector simply zoom in up close, if your logo stays 100% crisp and does not pixelate or distort, it is Vector PDF. If it pixelates, or looks unclear, we will not be able to use it as is. If this is the case you will be given the option of us Re Drawing it from scratch, creating a Vector PDF version.



Standard Artwork Design Fees

Our standard artwork set up fee is R95 ex vat per order. The artwork we receive however must be in high res Vector PDF format. We will email back design proofs for you to make changes on. We allow THREE FREE changes, after that, each change is charged at R295 ex vat, per change.



Logo Redraw

If you do not have artwork or a logo in high res Vector Pdf we will have to re create it / re draw, from scratch. Depending on the complexity of your logo and the time required to Re Draw it, it can cost anything between R595 ex vat and R1 995 ex vat. A quote will be emailed to you before any re drawing commences. Please note, the once off Re Draw cost does not include our Standard Design Fee we charge when designing proofs for the products you want to order. Our Standard Design Fee can cost anywhere between R295 ex vat and R1 695 ex vat depending on the products required.



Corporate colours / Colour matching / Pantone Colours

If your Brand Identity has specific colours, ie: PANTONE COLOURS, you need to supply us with these please. It is of vital importance to make us aware of these PANTONE COLOURS as what you see on your screen is by no means what will be printed on the actual fabric or pvc we print on. We cannot take responsibility for colour variations if these PANTONE COLOURS are not given to us. In some instances, we will print small colour swatches or proofs on the actual fabric and supply these to you for sign off / approval.



Free Delivery & Courier Assist

During Mega Deals Month's we offer free delivery on all orders within a 50km radius from our factory in Midrand. Orders outside Gauteng qualify for courier assist, where-by we cover half of the courier quote we receive. Free delivery and Courier assist don't apply to Rush Orders. Rush Orders are orders received with completion dates less than 5 working days. As mentioned above, please allow and extra 3 to 4 working days for orders to be delivered to you if you are situated outside Gauteng.

