

<b>File Prep Fee</b>	<b>\$30</b>
<b>Layout Rate</b>	<b>\$60/hour</b>
<b>Design Rate</b>	<b>\$75/hour</b>

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### **File Prep Fee**

A File Prep Fee is applied on items in which the design is either repeated or predetermined, and the amount of work required is minimal or less than .5 hour. A File Prep Fee will also be charged on orders requiring a proof.

### **Layout Rate**

The Layout Rate is applied by the hour on all items in which the design is either repeated or predetermined, and the amount of work required is greater than .5 hour. Our customer service representatives will supply you with a cost estimate prior to starting your order. If your art requirements change during the order, we will advise you of any additional charges.

### **Design Rate**

The Design Rate is applied to all items in which custom designs are required. Custom Design includes any items in which the whole design or elements of the design are the responsibility of our design staff to create. Our customer service representatives will supply you with a cost estimate prior to starting your order. If your art requirements change during the order, we will advise you of any additional charges.

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