#### **TERMS AND CONDITIONS**

# (as of December 2022)

#### **Overview**

The purpose of these Terms and Conditions is to layout the rules we give to our clients should they proceed with ordering from us. Please read these carefully before proceeding to order from us, either thru our e-commerce platform or our custom printed outputs.

By visiting our website and/or availing of our products and services, you accept our terms and conditions in its entirety. These terms of service apply to all of our visitors on this website.

We reserve the right to update, change or replace any part of our Terms and Conditions. Any changes made will be reflected on the month and year this is updated. It is your responsibility to continually check the Terms and Conditions for any updates. By browsing our website, you accept the changes made in the terms and conditions.

### **GENERAL TERMS AND CONDITIONS**

## **Age of Majority**

By accessing our site, you agree that you are of legal age (at least 18 years old).

#### **Provision of True and Relevant Information**

By accessing our site, you agree that all of the information you will provide to us to make fulfill any orders and other transactions are true, relevant and correct.

## Regarding usage of products for illegal purposes

You may not use our products for any illegal or unauthorized purpose nor may you, in the use of the Service, violate any laws in your jurisdiction (including but not limited to copyright laws).

### Right of refusal of service

We reserve the right to refuse any order at our own discretion. Kindly see "Layout Content Requirements" under Custom Printing Terms and Conditions for more information.

#### **Timeliness of Information**

Thru our best efforts, we ensured that the information on this site are accurate and up to date. Such information provided is for general information only. It is encouraged that customers resort to more various sources of information outside this website before making a purchase. Moreover, information on this website may be modified at any given time. It is the customer's responsibility to read the product descriptions first before confirming their orders.

### **Force Majeure**

Force Majeure pertains to any unforeseen circumstance that will prevent one from fulfilling a contract or obligation. In line with this, our fulfillment of orders may be suspended or delayed in the event of various unforeseen circumstances such as strike, lockout, trade dispute, fire, tempest, breakdown, riot, theft, crime, civic disturbance, war, legislation, or any other occurrence beyond our control. We are neither responsible for any delay, default, loss or damage that resulted from any of the above circumstances described, nor will be incur any liability for claims, losses or damages arising from any the same circumstances.

#### E-COMMERCE TERMS AND CONDITIONS

### **Acceptance**

By checking out your orders thru our website, you accept our E-commerce Terms of Service in its entirety.

#### **Account Access and Passwords**

By using our website, should you decide to register on our website, you agree that you are solely responsible for protecting your password and controlling access to your registered

account. You also agree that you will be responsible for all the orders placed on our website as well as any actions taking through your registered account.

#### **Payment**

All prices of our ready-made products are in Philippine Peso (PHP). Our payment options include payment thru our Gcash account, bank-to-bank transfer thru BANCO DE ORO or liquid cash, should you decide to drop by our physical office and order in there. Regardless of which payment option you choose, customers are obligated to submit their proof of payment and/or deposit slip either thru the following communication channels: Facebook Messenger, Instagram Direct, our official e-mail address or Viber.

We will only proceed with packaging and shipping your order after we have confirmed your payment. Customers are expected to accomplish their payment 48 hours after the order has been placed. Otherwise, it will be cancelled. Customers are free to make a new order if they want to proceed with check-out.

# **Shipping**

As of the moment, we collaborated with Payo Logistics to handle our shipping deliveries within the Philippines. As per their scope of delivery, they only serve to deliver in addresses within the Philippines. Due to the light and bulky nature of some of our ready-made items, the cost of shipping may vary from order to order as our logistics provider base the cost of shipping either thru its actual weight or volumetric weight, whichever is higher. The customer will be the one shouldering the shipping.

Shipping to delivery addresses within Metro Manila takes about 1-3 business days; Luzon about 3-5 business days and areas in Visayas and Mindanao take about 10-14 business days. Factors such as holidays, weather condition and other unforeseen circumstances beyond our control may cause the delivery time to take longer. We are not responsible for the delay made during shipping.

#### Cancellation

Orders may be cancelled if the package has not been shipped out yet. Kindly send us a request of cancellation thru our communication channels within 24 hours from the moment you place your order to ensure cancellation. For returns and refunds, kindly check our Return Policy for more information.

#### **CUSTOM PRINTING TERMS AND CONDITIONS**

#### **Acceptance**

By acceptance our quotation and the placing of an order to us, you accept our Custom Printing Terms and Conditions in its entirety.

### **Quotations**

Our quotations are based on the current costs of raw materials and overhead. With that in mind, it is possible that the quotation for the same packaging requirement made before will go higher or lower. Any quotation made beyond 15 days from the time you received the quotation is subject to amendment to meet any rise in these costs.

#### **Payment**

All prices from the quotations provided by us are in Philippine Peso (PHP). We will not proceed with starting the printing process if you have not given us at least 50% down payment. If you decide to order from us, you agree to fully pay any fees you incurred, which includes but not limited to bank charges, tax and shipping fees.

# Layouting

We do not provide in-house graphic designing and layoutting. You are fully responsible for the final dimensions and layout prior to printing. Any jobs that have been approved and set for printing cannot be altered due to the nature of the printing process, unless we are at fault for printing the wrong layout.

## **Layout Resolution Requirements**

In order to produce the best quality output from you, it is required that the client sent us the artwork file with the following specifications:

- 1) Sent in PDF format
- 2) PPI (pixels per inch) or DPI (dots per inch) must be at least 300 PPI or DPI.
- 3) Files must be in CMYK mode.

We are not responsible for any printed output that has fuzzy, distorted or pixelated content due to the low resolution file that was provided by you, especially if it is approved by you already. We are also not responsibly for any color changes that occurs from converting files from RGB to CMYK.

### **Layout Content Requirements**

The origin of any information and content in the packaging is your sole responsibility. By submitting your files, you agree to be held entirely responsible for all the content in the packaging, and agree to comply with the rules as to what constitutes as acceptable and unacceptable content.

We have the right to refuse any layout files if they contain any of the following materials: indecent or improper material, any material that could give rise to civil or criminal liability, any material that would infringe rights of privacy, publicity, copyrights or other intellectual property rights without the permission of the owner of these rights.

## **Sample Proof**

A standard in our printing process is the delivery of sample proof of your packaging requirement to your delivery address. Upon receiving the sample proof, we strongly advise you to check it carefully before proceeding with the printing job. We will not proceed with the printing job without your approval.

You are given up to 3 proofs wherein you will not be charged. If you still want a sample proof and already exceeded 3 sample proofs, the additional charges will be shouldered by you.

The customer can also opt for choosing a digital sample proof instead of a physical proof. However, if they opt to do that, due to the lighting and color differences between digital media and actual output, we are not liable for any differences in color shown in the digital proof versus the actual printed output.

## **Delivery Schedule**

The delivery schedule takes effect once there is sample proof to be delivered, unless you chose not to have a physical sample proof and would prefer a digital sample proof.

Regarding delivering of goods, we will proceed with scheduling a delivery once we received full payment from the customer. Our lead time does not include the shipping time, and our delivery schedule will depend on the route of the delivery (it is possible that we will not deliver your goods yet if it is not within our route for that day), so kindly factor this when you decide to order from us.