

Order form is attached below. All orders have to be placed by filling and submitting us with an order form clearly.

It should include,

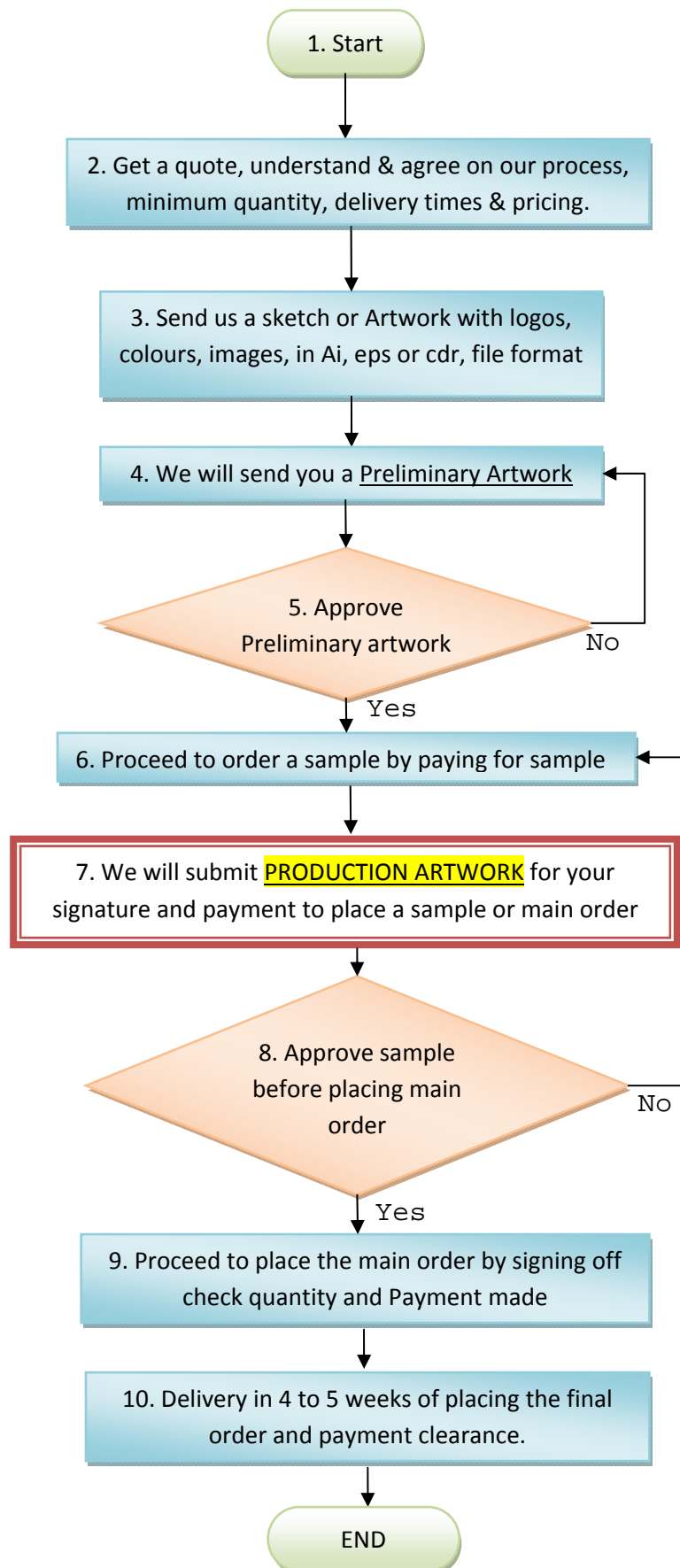
- 1) Your company details & contact person and contact details.***
- 2) The quantity required per each item (pattern or style).***
- 3) Type of material to be used,***
- 4) Any special request clearly detailed out at the bottom or separately.***
- 5) Your signature and date***

Before you order please read and understand our order process in Flow Chart below.

If you have any questions please refer to the FAQ section or call us on 0413 996682 or email before you place the order.

Thank you..!

BUD CLOTHING ORDER “PLACING & PROCESS FLOW CHART” (PPFC)



This is a rough guide of our process. As we do custom made garments our process may change from time to time as necessary. If you have any questions, please call us to discuss on 0413 996682 or email bud@budclothing.com.au . Please also read Terms & conditions of ordering.

BUD CLOTHING - FAQ

QUESTIONS ABOUT HOW TO START THE DESIGN AND ORDER PROCESS

- 1) Q: How can we proceed to start the process?

A: Let us know your order quantity, see if these are within our minimum requirements. Let us know your requirements such as if you have due dates for delivery to see if we can deliver before we proceed with the order. Agree on our prices and payment policy. After that you can send us an artwork in AI, CDR or EPS format to start the design process.

- 2) Q: What are your ordering and production procedures and conditions?

A good start is to read the order Placing & Process Flow Chart (PPFC) , reading terms and conditions and understanding our process, what we can & can't do, understand how we do our artwork and intellectual property details, payment, ordering & delivery details. This FAQ' s will answer most critical areas. If you still have a question please ask us.

- 3) Q: Can we hand over the artwork or sketch and expect you to do the rest?

A: NO: This is a highly personalised process. We can't afford to make assumptions of what you want us to create. You need to be available to answer any questions which may come up from time to time during the design phase. If you are not available to answer we will not be able to go to the next stage and therefore unnecessary delays may occur.

- 4) Q: Do you have a Website?

A: Yes: it is www.budclothing.com.au and www.blackchrome.com.au

- 5) Q: How do we see what types of garments you have on offer or have Catalogues?

A: We have over 600 items available. Please contact us and we will guide you through or simply visit: www.blackchrome.com.au and click "PRODUCT INFO" and then open "GARMENT SPEC". You can browse through and download size charts for each item. There we have our catalogues which can be downloaded as well.

- 6) Q: Can I do my own design using a template design system?

A: Yes: We have a "DESIGN YOUR OWN" system in our "Blackchrome" website. Watch the web demo and within minutes you can customise, one of our many Studio designs by clicking this link.

<http://www.blackchrome.com.au/online/design/dyo.html?BUCL2004010>

QUESTIONS ABOUT ARTWORK

- 7) Q: What is the charge for Artwork?

A: No artwork charges. It's FREE. (within reason).

8) Q : What are intellectual property rights?

A: Intellectual Property is the designs and artistic creations that are done by an individual or a company, although commissioned by you, may be owned by them depending on the agreement you have. When passing any logos or artwork to us you as customer need to have had got all clearances for reproducing these items. If not we will not be able to use them. By signing off the final order form with us you will be accepting responsibility for the artwork supplied by you including 3rd party logos and images etc.

In the same way, what we create for you remains the property of BUD CLOTHING and you shall use it for the purpose of creating clothing with us. Our designs given shall not be printed or used in anyway by anyone else without our written consent.

9) Q. What is a Preliminary Artwork (Prel-A) and Production Artwork (Prod-A)?

A: Once you give us the concept and ask us to design, you will receive one or several Preliminary artwork done by us. Preliminary artwork is done quickly by us to show you what the Production Artwork will look like. This is done to save time as you might need quick changers and addition of logos etc which can be done quickly. The production artwork comes after we agree on the Prel-A and we need to go to sampling or ordering stage. Changes to Production artwork (Prod-A) will take time and we do not encourage this. This is because we consult our production graphic artist who will know how best to fit the final artwork which works best with our manufacturing process. Although there is no charge for any of this, once you lock in a production artwork its ready to be printed. By this stage we would have spent a lot of time and resources for you. Any change after locking in the Prod- artwork will cost a artwork change fee of \$45 + GST.

10) Q: Will there be changes in these two artworks?

A: Sometimes there will be slight changes. Production graphic artist know how best to fit the artwork suited to Production. Hence there could be changes which may or may not be noticeable from the Prel-A. If necessary we will let you know what can and can't be printed. You as a customer need to finally sign off the production artwork for us to go to production.

11) Q: Will there be changes to Logo's Colours images we submit to be printed?

A: Although logos will not change they may be resized to fit a particular area to avoid cutting and stitching over runs. The same colour may differ in two different fabric types. Images should be given in highest resolution with 300 dpi. It is expected that you know the difference between RGB screen colours and CMYK printed colours. **There will be** a difference in the colours you see in your computer screen and the printed article.

12) Q: How many Logos can we have in a garment and how much will it cost?

A: As many as you like and can be fitted artistically. It's all **FREE**. Unlike embroidery it's no extra cost to add logos or additional info at the design stage.

13) Q: Can you print an entire garment with JPG image.?

A: yes we can, however we avoid this as the file becomes too heavy to handle and upload to our machines. This also takes up time and increases delivery time. Unless the order quantities are worth the effort we try not to accept full image prints.

14) Q: Can we print Numbers such as in Rugby jerseys or Polo shirts?

A: Yes you can have individual numbers printed as long as the original artwork stays the same. Sometimes there may be a small charge for the extra work, please contact us for details.

15) Q: Do we get exactly the same items as we see on the Computer final Production artwork?

A: No. Much the same way you see a building in a plan and in real life they differ and perspective of feel, see and touch is different. The Computer generated artwork is a visual guide only and we can only try to closely represent the final product to give you a visual. The only way to see the final product is to order a sample or even a sample set in different sizes before committing to placing the order.

16) Q: What are the tolerance limits for Stitching, Artwork etc?

A: Stitching tolerance is 10mm. Artwork over runs at edges, seems, Pockets, are not to tolerance and depends on the type of artwork too. As artwork is not scaled to fit each size cropping, miss alignment with lines may occur. Cropping of artwork in smaller garment sizes and wider areas on larger sizes. It is expected you study the [Production Layout](#) in our artwork Page2 when deciding. Example, shown below is a part of a,

PRODUCTION ARTWORK

VS:

REAL PRODUCTION ITEM



There will be lines in artwork that do not meet exactly & may not line up etc. This is the nature of the process. If you are very pedantic on this you must go for a simple artwork. If this is not acceptable we will not be able to help you. (Also take note of the colour difference in computer image and printed item).

17) Q: What is meant by “Artwork not scaled” to each size?

A: We do not resize artwork for each size. See image below. The lines you see on top of the template are the sizes. The print gets cropped accordingly. It is important to study this. In the tennis shirt, see how the bottom end of the tennis racket gets cropped as the sizes get smaller. All other important images are placed in the smallest size to be printed. The bigger sizes will have more green space on the side panels. In the Audi jersey more of the white V design will get cropped as the sizes get smaller.

PRODUCTION LAYOUT



QUESTIONS ON ORDER QUANTITY & DELIVERY

18) Q: Do I need to fill in an order form?

A: Yes, you do need to fill in an order form, with your company details including ABN, quantity with sizes, sign and return.

19) Q: What are your minimum quantities?

Our minimum initial order quantities are 20 pieces per artwork and style. After which you can even order one piece in that particular style and artwork.

20) Q: What covers the delivery charge?

A: Delivery charge covers the overseas courier charge and the local handling and delivery of the items to you.

21) Q: Is there a Set Up Fee charge?

A: Yes a one off set up fee of \$ 150 + gst per artwork. After which there is no set up fee for that artwork for that Style. This will be normally charged when you place your first sample order. Any amendments for this setup once you have confirmed and locked it in (after stage 7 on PPFC) the charge will be \$45+gst

22) Q: Can we order just 10 pieces?

A: Not on the initial order on its own. Once you have had a initial 20 piece order we can do even 1 piece. However charges will be more for 1 to 10 and 10 to 20. s handling and courier charges.

23) Q: Once we do 20 pieces can we order less items of another style but same artwork?

A: Yes, you can. After you have done your 20 piece order you can order a minimum of 10 of any other garment. (5 pieces in the heavy items such as Jackets etc). This can be done in the initial order. However an artwork transfer fee of \$45 + gst apply to transferring the artwork to another style.

24) Q: what is the best delivery times?

A: In most cases we deliver in 4 to 5 weeks of placing the Final order (ie No 9 in PPFC). To finalise the order is to signing off the artwork, payment made & funds cleared. However this time frame is a guide only and works most of the time. This may hamper due to public holidays and unexpected natural disasters, and other criteria such as socio political unrest in overseas countries etc, which are out of our control. In such occasions orders will get delayed.

25) Q: Can we see a sample before we order?

A: Yes you can order a sample. We provide this as a service and we give these at a subsidise price. This order is obligation free and if you do not like it you can either change it or not go for production. This feature enables you to completely satisfy yourself before making an order commitment which we recommend to all customers.

26) Q: What are the delivery times for a sample?

A: Generally 3 to 4 weeks from signing off the artwork after signing off of the artwork. Sooner you approve artwork and make payment sooner we can start on producing the item.

QUESTIONS ABOUT PAYMENT & FEES

27) Q: Why do we need to pay up front?

A: As much we are committed to invest our time and resources from the time of your inquiry by delivering Preliminary artwork etc, we like our customers to commit to the order as well. This is because our garments are very highly customised. They can only be used by you and is of no use to anyone else. Up to stage 7 in our flow chart we would have committed a lot of time and resources for you. You are welcome to see a sample before making any order. However by placing the main order you are committed to purchase these items.

QUESTIONS ABOUT FAULTS

28) Q: What if the ordered items are not as per the sample?

A: We will replace the items if there are faulty items due to bad printing, bad stitching wrong sizes and any other manufacturing defect. Not for change of mind or not understanding the process we have detailed or for mistakes made by you. It is always advised to order a sample before going to full production. It is your responsibility to check all spelling, logos, colours and all artwork details are to your satisfaction before you sign off to print.

29) Q: Are you based in Australia and is it an Australian company?

A: YES we are. We are based in Templestowe, Victoria and is a fully Australian owned company. Our supplier is also an Australian owned company. All designs and artwork and styles are done here in Australia. Some manufacturing of small quick runs of screen printed Tee shirts and caps are done through our preferred suppliers here in Victoria. However due to very high cost of manufacturing sublimated garments our parent company does its manufacturing overseas.

IF YOU HAVE QUESTIONS THAT ARE UNANSWERED HERE PLEASE CONTACT US.

TERMS & CONDITIONS

Intellectual Property of BUD CORPORATE CLOTHING PTY LTD.

Our designs are important to us - they are the backbone of our business discipline. Regardless of the circumstances in which you come to view our design work (EOI, RFQ, tender, submission, catalogue or quote) we are the lawful rights holder of the intellectual property (IP) rights under Australian & international laws.

Intellectual property rights are protected under the Copyright Act 1968. Our designs are protected from the first moment they are created. The designs are not required to be registered. You are licensed to view or use the designs only for the purpose they are created. Any further use of purpose will be unlawful unless you first obtain our prior written consent and on the terms and conditions we specify.

Similarly, we are diligent about using other designs. If you ask us to produce merchandise for you using a design created by you or a third party you must warrant that you have acquired the necessary permissions and consents from the rights holder (including moral rights consents). You fully indemnify and release us in this regard.

Other Conditions you need to know and agree on before we proceed

Bud Corporate Clothing Pty Ltd may use the articles designed, printed or made by us for visual presentations or other media types as deemed necessary to show work done by us.

You must make sure that you have understood and agree all the limitations of our printing, manufacturing and delivery process. Some are, we are unable to scale artwork for each size. There may be cropping of artwork at the edges, pockets, hems, sleeves etc which will not be seen on computer generated images sent for approval. There will be colour difference in a computer generated image vs print on fabric and also the same print on different fabric. Although we will do our best to supply the goods on time sometime there could be delays. BUD CLOTHING is also not responsible for delays caused by events outside of its control such as natural disasters, social, political unrest, riots locally or overseas where the garments are made. All orders have to be paid in full when placing the order. We reserve the right to cancel orders which are not paid in full and charges may occur for work done.

By signing I acknowledge that we have read and agree with the contents & understood the intellectual property of BUD Corporate clothing Pty Ltd

Production Approval

We understand that your purchased goods are important to you. Upon approving the Visual Presentation and Production Layout (colours for goods, trim, zipper, velcro and all other accessories, the colours and logo details) you will be committing to purchase the goods in accordance with such approvals and your order placed with us. It is therefore important that you carefully review the Visual Presentation and Production Layout and tell us about any changes you require. We will not be responsible in the event you make a mistake or change your mind in respect of any approvals given and you must make payment for all goods supplied in accordance with such approvals given.

Do not sign this form if any changes are required.

We take pride in our work. Whilst we take every precaution to ensure that the goods we produce will look like those depicted in the Visual Presentation and Production Layout, actual colours and location detail on the goods produced may be subject to minor variations and modifications in the production process due to dye lots, materials sourced or other factors. In giving your approval, you consent to such minor variations and modifications.

I acknowledge that I am an authorised representative of my organisation and hereby approve of this production layout to proceed with production of the garments.

Company Name _____

Contact Name _____

Reference _____

Date _____

Signature _____

Art work or VL number's : _____

Your Company ABN: _____

PLEASE READ & UNDERSTAND EVERYTHING BEFORE PROCEEDING TO ORDER. It is your responsibility as the client to ensure that all details are accurate and correct BEFORE signing "Authority to Print". BUD CORPORATE CLOTHING accepts no responsibility for content and/or typographical errors not marked on the proof that are printed after "Authority to Print" has been signed on the proof. It is also the responsibility of the client to ensure that all supplied images, logos, photographs, etc. that are reproduced by BUD CORPORATE CLOTHING do not breach copyright Laws.

Disclaimer on Colour - BUD CORPORATE CLOTHING endeavours to ensure the accuracy of electronically supplied art work proofs, colours may vary from viewed to printed and BUD CORPORATE CLOTHING recommend hard copy proofing before printing. We accept NO responsibility for colour variance on electronic only viewed and approved files. Please read all the contents and conditions listed in how to order guide in our website www.budclothing.com.au.

* This is a visual representation of the surface graphics only. An accurate layout is provided on the following pages.



Phone: +(61) 0413 996682
www.budclothing.com.au
email: bud@budclothing.com.au

© Copyright 2009. All rights reserved.

Please complete this order form and submit by using one of the following options:

- 1) If you have Adobe Professional Suite installed on your computer, complete the form, save and click on the email button.
- 2) If you only have Adobe Reader installed on your computer, please print and fax to 03 9846 1016.

PURCHASE ORDER FORM

Date	
------	--

Order Number	
--------------	--

Ordered By			
Company			
Address			
Suburb			
State		Post Code	
Contact			
Contact Phone			
Job Name			

Deliver To	<input type="checkbox"/> Same Address
Company	
Address	
Suburb	
State	Post Code
Contact	

Date Required	
---------------	--

ITEM 1				
Garment Style		Indico VL#		
Fabric		Pocket Y/N		
Mens/Ladies	Size	Qty	Price	Value
Sub Total				

ITEM 2				
Garment Style		Indico VL#		
Fabric		Pocket Y/N		
Mens/Ladies	Size	Qty	Price	Value
Sub Total				

ITEM 3				
Garment Style		Indico VL#		
Fabric		Pocket Y/N		
Mens/Ladies	Size	Qty	Price	Value
Sub Total				

ITEM 4				
Garment Style		Indico VL#		
Fabric		Pocket Y/N		
Mens/Ladies	Size	Qty	Price	Value
Sub Total				

Total Qty and Value		
---------------------	--	--

Special Instrucitons

SIGN HERE