

Thank you for your interest in working with Think Inc.

This document will serve as a road map to ensure your order moves through our order processing and production facility smoothly and without delay.

Order Requirements

These items must be submitted or your order will not be scheduled for production at Think Inc. Our published production times are calculated after receiving all of the below requirements.

1. Credit Application – Completed credit application is required for all orders. Please get your application in as soon as possible. In order to get your order in the production schedule, your application must be submitted and approved. Please see attached [Credit Application](#).
2. Deposit – Think Inc. requires a 50% deposit on all orders. All prices quoted are the cash discounted prices. The deposit must be received by check before your order is processed. Think Inc. charges an additional fee of 2% for payments made by credit card. Please see attached [Credit Card Authorization Form](#) for credit card payments.
3. Terms and Conditions – Every order must be accompanied by a signed Think Inc. Terms and Conditions form. Please see attached [Terms and Conditions Form](#).
4. Personal Guarantee – Every order must be accompanied by a signed Think Inc. Personal Guarantee form. Please see attached [Personal Guarantee](#).
5. Think Inc. Quote – We will supply a quotation in writing for every order. If you do not have one you are going to need one. If the terms of the quotation are agreeable then the quote must be signed and sent back in with your Purchase Order.
6. Print Ready Artwork – The art department must approve your provided artwork before your order can move to production. Please see attached [Graphic Guidelines](#) document for artwork requirements.
7. Purchase Order – Must match pricing reflected on signed Think Inc. Quotation. In order to avoid delays please include all order details as follows: stock, weight, imprint details (PMS colors and locations), binding, other packaging options, special handling requirements, ship date, shipping method/carrier and in-hands date.
8. Resale Certificate – All orders will be charged the appropriate sales tax. If your order is for resale, please complete a resale certificate. Please see attached [Resale Certificate](#).
9. Printed Sales Messages – If your order is considered a printed sales message and is exempt from sales tax, please complete the exemption form. Please see attached [Mail Exemption Form](#).

After we receive the above information your order will be issued an order number, scheduled for production and forwarded to our Art Department. They will prepare proofs for your approval. Proofs must be signed within 24 hours (one working day) in order to avoid delays in the production schedule.