

Contract #: UCPJMU5263

Contractor: Promo Factory

Renewal Period: 10/15/2021 - 10/14/2022

Commodity: Promotional Items and Imprinting Services

1. Contractor's Promotional Items pricing schedule is as follows:
 - a. 10% - 22% discount off published list price
 - b. Set-up fees - based by manufacturer (*shall pass on exact cost*)
 - c. Set-up fees for other goods or services offered - Set-up fees for other goods or services offered - based by manufacturer (*shall pass on exact cost*)

2. Contractor's Imprinting Services pricing schedule is as follows:
 - a. Custom designing and creating artwork - \$35.00 flat fee for first design and \$5.00 revision/art fee waived for all designs that take less than one hour
 - b. Custom designing print screen and embroidery artwork - \$35.00 flat fee for first design and \$5.00 revision/art fee waived for all designs that take less than one hour
 - c. Tape creation - \$35.00 up to 10,000 stitches
 - d. Tape edits - \$0 - \$10.00 per edit if created by Contractor (*cannot edit a customer provided tape*)
 - e. Conversion of art to vector format - \$25.00 to \$35.00
 - f. Personalization - \$5.50 per name
 - g. Thread color changes - no additional cost up to 10 colors
 - h. Second location - \$5.00 to \$7.50
 - i. Poly-bagging garment - \$0.36 each (*upon request only*)
 - j. Embroidery set-up fees - no additional cost
 - k. Screen print set-up fees – based by manufacturer (*shall pass on exact cost*)
 - l. Set-up fees for other goods or services being offered - *based by manufacturer (shall pass on exact cost)*
 - m. Sample(s) - no cost with a selling price of \$20.00 or less, materials or color swatches
 - n. Embroidery pricing: (*Embroidery only, apparel/item not included*)

Number of	7 or under	8-14	15-29	30-74	75-149	150-299	300-599	600-999	1000-4000 pieces
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Stitches		pieces							
Up to 4000	\$5.57	\$4.00	\$3.14	\$2.14	\$2.14	\$2.07	\$1.64	\$1.64	\$1.57
Up to 5000	\$3.29	\$4.50	\$3.57	\$2.50	\$2.50	\$2.43	\$2.07	\$2.07	\$1.64
Up to 6000	\$7.00	\$5.00	\$4.00	\$3.00	\$3.00	\$2.86	\$2.29	\$2.29	\$2.00
Up to 7000	\$7.71	\$5.50	\$4.42	\$3.43	\$3.43	\$3.29	\$2.57	\$2.57	\$2.29
Up to 8000	\$8.43	\$6.00	\$4.86	\$3.86	\$3.86	\$3.57	\$3.00	\$3.00	\$2.71
Up to 9000	\$9.14	\$6.50	\$5.29	\$4.14	\$4.14	\$3.93	\$3.21	\$3.21	\$3.00
Up to 10000	\$14.71	\$7.00	\$5.71	\$4.64	\$4.64	\$4.43	\$3.57	\$3.57	\$3.29
Each Addtl. 1000 stitches	\$1.14	\$0.43	\$0.36	\$0.33	\$0.33	\$0.29	\$0.21	\$0.21	\$0.14

o. Screen Printing Services pricing: *(Screen Printing only, apparel/item not included)*

Quantity	Number of Colors						Each add'l color
	1	2	3	4	5	6	
1-11	\$4.64	\$8.21	\$11.79	\$15.36	\$18.93	\$22.50	\$N/A
12-23	\$3.57	\$5.36	\$7.50	\$9.64	\$11.78	\$13.92	\$N/A
24-47	\$2.14	\$3.00	\$3.86	\$4.64	\$5.43	\$6.14	\$0.71
48-71	\$1.79	\$2.50	\$3.21	\$3.86	\$4.50	\$5.14	\$0.64
72-143	\$1.43	\$2.14	\$2.79	\$3.36	\$3.86	\$4.29	\$0.43
144-287	\$1.14	\$1.57	\$2.00	\$2.43	\$2.86	\$3.29	\$0.40
288-499	\$1.00	\$1.36	\$1.71	\$2.07	\$2.43	\$2.79	\$0.36
500-999	\$0.79	\$1.07	\$1.36	\$1.64	\$1.93	\$2.21	\$0.29
1,000-1,999	\$0.73	\$0.87	\$1.01	\$1.16	\$1.30	\$1.44	\$0.14
2,000-4,999	\$0.69	\$0.81	\$0.94	\$1.04	\$1.14	\$1.26	\$0.11
5,000-up	\$0.54	\$0.67	\$0.80	\$0.90	\$1.00	\$1.10	\$0.10

3. Contractor shall provide electronic proofs at no additional charge.
4. Contractor shall pass on exact delivery costs on all standard, rush order, and manufacturer orders to the University as applicable.
5. Contractor shall waive restocking and shipping fees for products that are damaged and/or printed incorrectly. Contractor shall be notified within 10 days of receiving order.

6. Contractor shall pass on exact restocking and shipping fees of returns/exchanges to the University as applicable.
7. Prior to production and if requested, Contractor shall waive final product sample(s) (*with logo*) when followed by an order.
8. Contractor shall maintain IMG licensed for James Madison University for the duration of the contract. Any associated costs shall be the sole responsibility of the Contractor.
9. Contractor shall not bill the Purchasing Agency charge card processing fees.
10. All deliveries made to the Purchasing Agency shall be FOB destination.
11. Payment shall be made to the Contractor in accordance with the Code of Virginia, §2.2-4347 through 2.2-4354, Prompt Payment Act.
12. The Contractor has disclosed all potential fees. Additional charges shall be reviewed and approved by Procurement Services prior to purchase.