

TO : Puffin Kw
Attn : Mr.Mohammad Al Suwaid
Contact : 66122390
Email : Malsuwaid@puffin.com.kw

Thank you for your inquiry, we are pleased to quote you the following:

Item	Description	Size	Quantity	Price
1	Letter Head	A4	5000	KWD 95.000
	Printing : 4 Color, Recto			
	Paper : 120gsm, Woodfree			
Total Price				KWD 95.000

Please read these terms and conditions carefully as they contain important information about your rights and obligations. By signing the quotation, you agree to be bound by these Terms and Conditions


- 1- Quotation is valid for 15 days only. If order is delayed fresh quote will be submitted.
- 2- The Customer must pay by cash, cheque or debit card at the time of order. Advance full payment.
- 3- Any change in design or materials or stopping ongoing production will be charged additionally. and the Delivery date will be changed automatically and Delivery
 - o Approving the quotation
 - o Receiving the Down payment / sending LPO
 - o Approving the dummy / sample
- 4- Color & quality tolerance will be +/-10% according to the nature of raw materials.and impress only can decide the actual percentage difference.
- 5- Product will be delivered by us to your location. You will need to provide labor to take goods from our car.
- 6- Please note that we cannot be responsible for Spelling, punctuation, or grammatical errors made by client .
- 7- please note that we cannot be responsible Design errors or color selection errors introduced in the artwork file creation process submitted by client
- 8-Please note that we cannot be responsible Color matching without a hardcopy proof approval
- 9- Finished product must be received by client on time (WE CANNOT STORE FINISHED PRODUCT) incase of not receiving on time we can not guarantee the quality and cleanse of goods and impress will charge the client with storage fees KD 30 per day and the goods won't be delivered to the client until receiving the storage fees.
- 10- Incase of any technical issue, product may get delayed
- 11- After approval and payment stage All sales are final, unless otherwise noted. No refunds are given once Impress printing company begins working on your order, which
- 12- Please note that your printed product will be used for marketing purpose
- 13- Production time to be discussed, Delivery times are intended as indications only, and cannot in any case be considered to constitute a formal commitment.
- 14- The price of the Product is the price in force at the date and time of this order. Reorders price might vary
- 15- Every product will be made to deliver the correct quantity ordered but owing to the difficulty of producing exact quantities, estimates and/or orders are conditional upon a margin of five percent (5%) being allowed for over's or shortages.
- 16- Metal, film, glass and other materials owned by the Company and used by him in the production of type, plates, moulds, stereotypes, electrotypes, film-setting, negatives, positives and the like shall remain the Company's property. Such items when supplied by the customer shall remain the Customer's property.
- 17- The Company may reject any paper, plates or other materials supplied or specified by the Customer which appear to him to be unsuitable. Additional cost incurred if materials are found to be unsuitable during production may be charged
- 18 -Unless otherwise agreed in writing full payment must be received by the Client not later than 7 days after the date of invoice
- 19- The person receiving products from us you must sign on a delivery note by signing the delivery note you have inspected the product and approved the quality and quantity that has been delivered
- 20- Cheque for Favor : IMPRESS PRINTING CO./ شركة امبريس للطباعة
- 21- We have to mention the delivery date that will be from()working days to() working days , we shouldn't write exact date in the quotation , also we have to mention that this quotation will be valid for 3 days only if the client approved the quotation after that we will inform him with the new delivery date as per IMPRESS schedule.
- 22- Any sample will be made for the quotation items will be charges to client in case the client didn't print with Impress , sample price will be evaluated by IMPRESS only

Thanks & Regards

Client Approval

IMPRESS PRINTING CO.

Name : Mohammad Alsuwaid

Signature : 

Date & Stamp: