

# TERMS AND CONDITIONS

PLS NOTE: Prices for all items except where noted include the currently approved Coal City Cobb embroidered logo. All garment/cap logos approx 3.5" Wide & words will be either Black or Gold depending on the garment/cap color (*See logo color options top of home page*). Black or Gold word thread color selection will be at the discretion of the embroidery specialist unless otherwise requested by customer. Pls place that request SPECIAL INSTRUCTIONS: (Example: Pls call @ \_\_\_\_\_ to review logo colors).

1. Company Purchases – Payment to be either credit card or Net 30 terms upon approval of open terms. Shipments will be sent to the terminal location as indicated at the time the order is placed.
2. Employee Purchases – Employee orders will be processed only on a prepaid basis; either credit card, check or money order. Upon placement of the order, Big Picture Promos will email an order confirmation including applicable shipping charges based on Ship To address & sales tax. *Pls be aware that residential shipments are subject to surcharges.* Should you prefer shipment to your terminal in order to obtain commercial shipping rates, please specify your terminal's ship to address.
3. Employee Order Approval – Upon receipt of an employee order, Big Picture Promos Employee will enter the order & email a copy to the employee for final approval. This order confirmation will include the shipping charges & the relevant sales tax. Only on receipt of employee's final approval will the order be processed. Additionally credit card details, check or money order must be received before the order can proceed.
4. Payment: If credit card payment option is indicated with submission of order, vendor will call for credit card details. If preferred payment is check or money order please mail to the mailing address shown below. **Please Note: No changes or cancellations may be made once the order has been approved by the employee.**

BIG PICTURE PROMOS  
3616 FAR WEST BLVD.,  
STE 117-316  
AUSTIN, TEXAS 78731

5. Logos - PLS NOTE: Prices for all items except where noted include the currently approved Coal City Cobb embroidered logo. All garment/cap logos will be approx 3.5" wide & words will be either Black or Gold depending on the garment/cap color. Black or Gold word thread color selection will be at the discretion of the embroidery specialist unless otherwise requested by customer. Pls place that request SPECIAL INSTRUCTIONS: (Example: Pls call @ \_\_\_\_\_ to review logo colors). *See logo color options top of home page.*
6. Setup Charges – No setup charges will apply unless employee who requests logo edits obtains prior approval from authorized company representative & and pays for the revision in advance.
7. Except when requested & approved, products will be shipped via ground freight & freight charges will be added upon shipment.  
*Pls Note: All shipments to residential addresses are subject to higher shipping rates.*
8. No returns will be allowed on any garments that are special orders or with any embellishment or alterations. Unaltered or unembellished garments are not returnable without prior return authorization from vendor. Vendor restocking charges & return freight to supplier will apply to any returns.
9. All sizes larger than XL & all Talls are subject to upcharges. All sizing varies in availability & fit by product; if unsure of size please refer to size guides or request size sample.
10. Minimum Qties: Caps must be purchased minimum 3 pieces each order.
11. All purchases are final once employee approves the order. No garments/items embroidered or altered are returnable & if sizing not certain please request size sample.