

2019 'Early Bird' New Costumes and Uniforms Ordering RULES

(New custom team orders only – not offered for reorders, basics or transformations)

- **Design details must be decided on at the time of your order.** Once you approve a sketch - this is a contract to produce costumes to those specifications.
- **Major changes to the design are not acceptable after you have placed the order.** Minor changes are acceptable when critiquing your first-in-production sample. (If you have any questions about what sort of changes are considered major, and which are considered minor, please ask a Satin Stitches representative. If you decide to proceed with major changes to the design, you will be billed for additional fabrics, trims and pattern-making time).
- **Once you have selected fabrics and trims - we order enough for your entire order.** If you change your mind at any point, you will be billed for this fabric, even if we don't use it.
- **Your number of costumes, needs to be decided at the time of your order.** You may ADD to your order within 4 weeks of placing, but you may NOT decrease the number.
- **You don't need to pick sizes at the time of order** - you can wait as long as 3 weeks before your delivery date to specify what sizes you will be ordering. But, if sizes are not available at this time, your discount will be decreased by 2.5%.
- **You may combine these discounts with Quantity & Prepayment Discounts**, but not with other discounts. (See information about our discount policies on our Ordering Info web page.)

Early Bird Orders Follow an 8-Week Delivery Schedule:

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| • Orders placed by Feb. 28 will be paid & delivered no later than April 25 | (15% OFF) | <u>sizes due 4/4</u> |
| • Orders placed by Mar. 15 will be paid & delivered no later than May 10 | (12.5% OFF) | <u>sizes due 4/19</u> |
| • Orders placed by Mar. 29 will be paid & delivered no later than May 24 | (10% OFF) | <u>sizes due 5/3</u> |
| • Orders placed by Apr. 15 will be paid & delivered no later than June 10 | (7.5% OFF) | <u>sizes due 5/20</u> |
| • Orders placed by Apr. 30 will be paid & delivered no later than June 25 | (5% OFF) | <u>sizes due 6/4</u> |
| • Orders placed by May 15 will be paid & delivered no later than July 10 | (2.5% OFF) | <u>sizes due 6/19</u> |

All deadline dates are firm - NO exceptions!

If your order date falls between any of these dates, it will need to be paid for & delivered no later than 8 weeks from your order date, with sizes due 5 weeks after your order date.

For any order needing guaranteed delivery BEFORE the 8-week Delivery Schedule, we will assess a minimum of a 5% RUSH FEE.

Please note that July through January is our PRIME delivery time.

Do not wait until the last minute to order for November delivery, as you will be assessed a RUSH FEE.

IMPORTANT NOTES ABOUT PAYMENT:

- **If your entire payment is NOT received by the end of the 8 weeks, your 'Early Bird' Discount WILL BE FORFEITED.**
- **PO's must be paid no later than 12 weeks from your order date or your 'Early Bird' Discount WILL BE FORFEITED.** No exceptions are allowed, so make sure this is arranged.

Please check our Ordering Info webpage for ALL additional information on ordering.

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763-323-9507

M-F 8:00 AM-4:30 PM

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