

Pre Authorization of Pre Press Charges

In cases where a customers' job may go through the pre press and/or printing process after normal business hours, Influence Graphics likes to give our customers the option of pre-authorizing a small charge in the event that our pre press department finds issues with the files you submitted. Pre Authorizing this charge will guarantee that your job continues without interruption. If you choose not to pre-authorize this charge and our pre press department finds problems with the files you submitted then we will stop production and wait to contact you which may result in delayed delivery of your finished materials.

In the event there is a problem with the files you submit, how would you like us to handle the situation?

- Stop Production and call me during normal business hours
- Call me anytime, at *any hour* to alert me to the problem at the following number _____
- I pre-authorize a maximum of up to (circle one) \$25 \$50 \$75 (only actual time will be billed) in charges to be incurred in the event that my print files need intervention.

Signature _____

Print Name _____

Date: _____