



# RUSH LOGO REPAIR ASSESSMENT FORM

**FAX TOLL FREE - USA/CANADA: 1-866-511-7311**

FAX Outside USA & Canada: 1 • 905 • 564 • 6822 Website: [www.thelogofactory.com](http://www.thelogofactory.com)

## YOUR INFORMATION - IF YOU PLAN TO PAY USING CREDIT CARD, PLEASE USE BILLING ADDRESS

My name:

My address:

City:

State or Province:

Zip or Postal code:

Country:

Telephone number:

Fax number:

Your e-mail address:

Need help with this form? Call us Toll-Free: 1.866.891.9704 (USA/Canada) Local & outside USA/Canada 1.905.LOGO.747

## PROJECT INFORMATION

Company name (if applicable):

Submission date:

Type of service requested:

**RUSH LOGO REPAIR/RENDERING**

Type of files that I'm supplying to The Logo Factory:

**DIGITAL**  **PRINTED**  **SKETCH(ES)**  **OTHER**

\* **DIGITAL FORMATS** - Types of usable digital formats: .gif, .jpg, .tif, .eps, .ai. You may send digital files to us via e-mail - [info@thelogofactory.com](mailto:info@thelogofactory.com). Max size 10MB.

\* **PRINTED** - Includes already printed material (FAX, Check, Advertisement, Letterhead, etc).

\* **SKETCH(ES)** - Note: sketch(es) must be at a sufficient stage of development to qualify for a Logo Repair project. Digital versions can be e-mailed as above. Attach pages if required.

\* **OTHER** - Images on web site that can be accessed via the Internet. Please sent the absolute URL (<http://www.address.com/image>) to [info@thelogofactory.com](mailto:info@thelogofactory.com)

Type of completed logo files that I require. Check all that are applicable (If you're not sure, our designers will assist you):

**SPOT COLOR**  **4/C PROCESS**  **CMKY**  **RGB**  **WEB**  **HIGH RESOLUTION (300 DPI)**

I want to change the following in the artwork that I've supplied The Logo Factory:

**COLOR**  **TEXT (NAME)**  **TEXT (FONT)**  **ICON**  **LAYOUT**  **NO CHANGES - RENDER ONLY**

**PAYMENT** - You will NOT be charged UNLESS project is approved. You can also submit payment via our website at [www.thelogofactory.com/order/](http://www.thelogofactory.com/order/)

## RUSH LOGO REPAIR - ADDITIONAL INFORMATION

Any notes/sketch(es) that you think might assist us in rendering/repairing your logo - attach at end of FAX if necessary:

## STUDIO USE ONLY - DO NOT COMPLETE THIS AREA!

Date:

Time in (EST):

Files available:

Assessed by:

Type of service requested:

**RUSH LOGO REPAIR/RENDERING**

Type of files available:

**\*DIGITAL**  **PRINTED**  **SKETCH(ES)**  **OTHER**

Rush Repair Assessment:

**APPROVED - RUSH REPAIR POSSIBLE**

This project would usually bill as a (alternative Logo Repair package):

**BASIC REPAIR**  **COMPLEX REPAIR**

**NOT APPROVED**

If repair is NOT approved, suggest alternative logo design package:

**ENTRY PKG.**  **PROFESSIONAL (OR HIGHER)**

Designer comments:



## TERMS & CONDITIONS

### TERMS & CONDITIONS SPECIFIC TO LOGO REPAIR

- 1)** Our Logo Repair Packages only include clean-up, rendering and formatting and do not include any design, preliminary design work or concepts. For a logo project requiring any of these design steps, please see one of our custom Logo Design Packages,
- 2)** The Logo Factory reserves the right to determine if a logo repair project qualifies for either a Basic or Complex repair. For assistance on your particular project, please contact our client support. Too, The Logo Factory reserves the right to refuse any logo repair project if the source material (files, sketches and/or digital images) are not developed or rendered to a point that allows us to work from the submitted material. Once a Basic Logo Repair project has been initiated by client through submission of the appropriate order forms, all monies paid for said project become non-refundable unless;  
**2 a)** if, before any design work has been initiated, The Logo Factory determines that project submitted does not qualify for a Logo Repair project, the client, at their option, may submit a new Custom Logo Design project. Such submittal will be treated as a new project and can be submitted in conjunction with an adjustment of pricing, appropriate terms and conditions.
- 3)** Before engaging The Logo Factory for our logo repair services, you must warrant that you have the rights to the artwork being repaired, and that use of such work, to the best of your knowledge, does not infringe on the copyright of others. As the original artwork is supplied by the client, The Logo Factory does not claim, nor can we transfer, copyright of same for any artwork created during the performance of Logo Repair services. The Logo Factory reserves the right to refuse any logo repair project if we believe that said project infringes on the Copyright and/or Trademarks of other parties. See our terms and conditions for more information.
- 4)** Turnaround on design revisions is approximate and based on complexity of Logo Repair. The Stationery Design portion of any PLUS packages (stationery included) is delivered according to our standard Stationery Design Package turnaround schedules. Any Stationery Design concepts, layouts or presentations cannot be initiated until project logo has been approved by client.

### TERMS & CONDITIONS SPECIFIC TO 3 HOUR RUSH RENDER/LOGO REPAIR

- 5)** Timing: The 3 Hour timeframe listed in our Rush Render Service refers to projects submitted before 12 noon (EST) and the delivery of preliminary designs within a 3 Hour timeframe after such submittal. For any project submitted outside business hours (9 am EST to 6 PM EST) preliminary designs will be presented to client within three hours of the start of The Logo Factory's next business day. For any Rush Render project submitted after 12 noon (EST), but within our standard business hours, preliminary logos will be presented within 3 hours of the start of next business day unless 3 Hour scheduling is available. Once a Rush Logo Render project has been initiated by client through submission of the appropriate order forms, all monies paid for said project become non-refundable unless:  
**6 b)** if, for any reason, The Logo Factory fails to deliver preliminary designs within the 3 Hours as listed above, we will 'downgrade' the project to an appropriate Logo Repair project (as listed in the project's Logo Assessment form) and will refund the client the difference in amounts paid for a standard logo repair or;  
**6 a)** if, before any design work has been initiated, The Logo Factory determines that the project submitted does not qualify for a Logo Repair project, the client, at their option, may submit a new Custom Logo Design project. Such submittal will be treated as a new project and can be submitted in conjunction with an adjustment of pricing, appropriate terms and conditions.

## CREDIT CARD INFORMATION - RUSH LOGO REPAIR CHARGES

Name on card:

Credit card type and number:

**VISA**  **MC**  **AMEX**  **DISCOVER** #:

Expiry Date:

\* Credit Card CCV Security Code:

I authorize the following charge:

/    **\$395.00 RUSH REPAIR**  **\$495.00 RUSH REPAIR PLUS**

#### \* LOCATING YOUR CREDIT CARD CCV SECURITY CODE:

If you are using MasterCard, Visa or Discover card your CCV Security Code is a three-digit number on the back of your credit card, immediately following your main card number. If you are using American Express your CCV Security Code is a four-digit number located on the front of your credit card, to the right or left above your main credit card number. Why do we require this CCV Security Code? We ask for this code for your security, as it verifies that the credit card is in the physical possession of the person attempting to use it.

Your signature:

I have read and agree to the charges, terms and conditions outlined here \_\_\_\_\_

### CREDIT CARD CHARGES PROCESSED BY INTERNET SECURE

#### PAYING ONLINE:

Once you've received approval on your Rush Logo Repair, you can also submit payment online by visiting our website at [www.thelogofactory.com/order](http://www.thelogofactory.com/order) and selecting Logo Repair as your service option. You can also give us your payment information by contacting The Logo Factory Toll-Free at 1.866.891.5704 (1.905.LOGO.747 outside USA/Canada). Canadian orders are subject to applicable taxes (PST and/or GST). Logo Repair PLUS includes Stationery Design (Letterhead, Business Card - up to 4 cards - and Envelope Design).