**3XPRESS**
FREE 3-Day Rush Service | Full-Color Decoration

**SUBMITTING 3XPRESS ORDERS**

Order must be submitted by email to orders@toddypromo.com

*Account MUST be in good standing or include credit card number and authorization form with PO submittal.*

**PURCHASE ORDER MUST INCLUDE**

- Correct part number
- Color(s) (for reference only)
- Quantity
- Required ship date
- "3XPRESS" or "3-Day Service" on the PO as well as in the subject line of the email
- Ship to address
- Third-party shipper account number (when applicable)
- Pre-authorization to air or expedite shipping without notice to meet in-hands date

**OUR PROMISE**

Preproduction proof within 3 business hours of receipt of purchase order & artwork

- Orders must be received by 1:00 pm CST
- Provided artwork must be vector-based
- Provided images must be 300ppi or higher
- All text must be outlined

**GUIDELINES**

- 1st column advertised quantity must be met
- Maximum of 500 units allowable. For larger quantities, inquire to check current production capacity
- Quantity or ship-to address changes will not be accepted once the order has been processed
- No cancellations

- PMS color matches unavailable
- Hi-resolution images & vector art only; flat art will not be accepted
- Second-side decoration unavailable
- Drop shipments unavailable
- International shipments unavailable
- Standard packaging only

*3XPRESS service adheres the guidelines posted at http://clk.im/3xpress.
*By noting "3XPRESS" or "3-Day Service" on P.O., you are accepting the expedited process and agreeing to adhere to the guidelines.*

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**www.toddypromo.com**
**ASI: 91411 | SAGE: 69113 | PPAI: 516677**

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