



## Personalized Artwork Design Request

Thank you for your request for us to design you a Personalised Product Range of amenities for your establishment. We are confident we will design you something that will **'WOW'** your guests and do your branding proud!

In order to do so, we first require some information from you, as we would like to ensure that you're clear on how the process works, so you know what to expect.

Firstly, please be aware that by completing, signing, and submitting this form you are undertaking and agreeing to pay the reduced template or initial artwork fee – whether-or-not you ultimately decide to order the range(s) from us. This fee is **per range** and **not per product**.

Secondly, the term **'personalised'** means that **we'll apply a label to your bottle**.

Here are our basic terms, conditions, and process for personalisation...

1. Once we receive this completed form from you, our design team will take 5 - 7 working days to revert with a design or two for you to choose from.
2. If you absolutely love one of them, we'll move on to the next step. Alternatively, we'll take your suggestions, changes and minor edits into account and prepare a second (and final) version for your approval.
3. The final designs will then be put onto a 'Sign Off Sheet' and sent to you to check carefully sign and return.
4. Then we'll start printing and applying your labels to your first orders. This takes up to 5 working days, not only for your initial order, but for all subsequent personalised orders too.
5. The minimum order for personalised ranges is 100 units per small item, and 12 units per pump bottles.
6. Logos are required in a high-resolution pdf, eps, illustrator, or jpg format. Any low resolution will require to be redrawn at an additional cost of R320.00 incl. Vat.
7. If you cannot supply a Pantone reference, we will colour-match by sight, so products may differ from other branding within your establishment. If you do have a Pantone reference, please be aware that we use a CMYK ink-vinyl printing process (not litho) and will colour-match by sight to the closest equivalent.

Should you have any questions along the way, please do not hesitate to give us a call or email us and we will gladly assist.

So, without further ado, please could you complete the necessary details below, and fill in the order form.

Regards

The Marula Berry Team

## Who will we be working with?

Contact name: .....

Position: .....

Tel No: .....

Email: .....

I agree to the above terms and conditions:

.....  
Name

.....  
Signature

.....  
Date

### Please kindly send us the following:

- ☐ Template to be used (Optional) .....
- ☐ Logo .....
- ☐ Website details .....
- ☐ Telephone number .....
- ☐ Email Address .....
- ☐ Pantone colours (if you have them) .....
- ☐ Clear Vinyl or White Vinyl .....
- ☐ Any further requests that you would like us to know about: .....
- .....
- .....

### For bulk 5 litre requirements, please kindly stipulate below:

#### 5 Litre Requirements

Conditioning Shampoo .....

Conditioner .....

Body Wash .....

Hand & Body Lotion .....

Head To Toe (All in One) .....

Foam Bath .....

Room & Linen Spray .....

Bath Crystals (Neroli or Lavender) .....

#### Fragrance Choice

#### Fragrance Choice for all amenities (besides – Room & Linen Spray):

Orange, Sandalwood & Aloe / African Tea with a hint of spice / Sea Breeze / Mandarin & Rose / Pure Spa / Orange & Bergamot.

#### Fragrance Choice for Room & Linen Spray:

African Tea with a hint of spice / Zanzibar / Orange, Sandalwood & Aloe / Lavender & Amber / Neroli.