




# EXPRESS PRODUCTION

Look for the  icon on the individual product pages or on [www.evans-mfg.com](http://www.evans-mfg.com) to identify items available with this guaranteed service.

## The following criteria must be met in order to qualify your order for rush service:

- Purchase order and art must be emailed to [express@evans-mfg.com](mailto:express@evans-mfg.com)
- Purchase order must be marked 24 Hour Express Production
- Purchase order and art must arrive in the same email to qualify
- Purchase order and art must be received by 11:00am PST
- A rush charge of \$37.50(V) will be charged
- Artwork must be complete and in a format for use without adjustment. Sizing to fit templates is allowed
- Rush service is available on all catalog quantity breaks up to 2,500. Less than minimum orders do not qualify
- 1-color imprint/1-location only
- Full color digital process and heat transfers are not available on Express Service.
- Order must be complete including quantity, item color and imprint color
- Shipping address must be complete. A maximum of three drop ship addresses allowed. Charges will apply
- If a third party billing number is not indicated, we will select a carrier at our discretion
- Paper and product proofs are not available on rush service
- 24 Hour Express service is available on domestic shipments and Canadian shipments processed on Evans UPS account
- Credit must be established and current. Credit cards are accepted
- Please contact Customer Service for inventory levels prior to placing your 24 Hour Express order
- For first time customers, please contact our Customer Service Department

## PRODUCTION SCHEDULE

Day Received	Shipping Day
At Evans By 11:00 A.M. PST	
Monday	Tuesday
Tuesday	Wednesday
Wednesday	Thursday
Thursday	Friday
Friday	Monday