



## Custom Print Procedure

1. Obtain artwork from end user. Artwork can be submitted either in an electronic format or as a sample of a previously custom-printed box. **Star Pizza requires the .ai or .eps file format** (also high-quality files) when submitting electronically. **Plate charges will be waived if a previously custom-printed box is provided.** Additional fees will be billed if time is needed to format artwork. Must qualify the end user ahead of time with a price quote:
  - **With the assistance of RepWorx & your management, secure the pricing for your customer.**
  - **Confirm with your customer that the pricing is acceptable, & they want to proceed with the custom proof.**
2. If possible, the RepWorx rep should complete the Artwork Request Form to identify all information regarding boxes, and email the artwork to [ordersgroup@repworx.net](mailto:ordersgroup@repworx.net)
3. **Provide all box sizes required, along with the color of the box: Kraft/Kraft or White/Kraft or White/White**
4. RepWorx will email the Artwork request and graphic files to Star Pizza within 24 hours of receipt or sooner.
5. RepWorx will receive the proof within 7-10 business days from Star, and will then forward that to the distributor rep.
6. Distributor will obtain approval (or revisions) from the end user. Signature must be on the approval form. Star Pizza Box **must have a signed proof** for all sizes to be printed.
7. Please note that any changes/revisions are requested, starts the clock back to the beginning
8. **\*\* To avoid delays, when the signed proof is sent back, the distributor must confirm as to how the plates will be paid for: either by credit card or added to the first PO**
9. When RepWorx receives the signed approval, & confirmation for the plate payment ----- we will forward it to Star so the plates can be ordered the same day.
10. RepWorx will receive the Spec Sheet within 5-7 business days of sending in the signed approval.
11. RepWorx will then send the Spec Sheet with w/product numbers to the distributor, so a PO can be created and placed with Star Pizza. **\*\*Lead time is approx. 4-5 weeks to delivery**



**\*\*Any questions or concerns along the way, please contact**

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