

Ordering and Lead Time Sheet

Production and shipping times, sampling policy, minimum order positions and payment terms, on one page.

China Printing Group — Beijing and Shenzhen, China. Offset, digital, UV, screen, foil, flexo and laser finishing in house. Enquiries: sales@chinaprintinggroup.com / +86 138 1127 0118

Production Lead Times

Digital printing	1-2 working days for samples and small quantity orders
Offset printing	4-5 working days for regular paper material commercial print such as cards, books, brochures, stickers and flyers
Bulk printing	5-7 working days
Large quantity orders	10-12 working days

Shipping

Express or air freight	3-4 working days
Sea freight	15-18 days

Minimum Order Quantity

It depends on the item. Some products carry no minimum at all. Others start at 500-1000 pcs. The larger the quantity the lower the unit price. Ask for the minimum on your specific item rather than assuming a blanket figure.

Samples

Samples before bulk production are available. Stock samples are free. Customised sample cost is refunded once the bulk printing order is confirmed.

Payment

Accepted	PayPal, bank transfer (T/T), Western Union
Terms	30-50% deposit before production, 50% balance before shipment
Repeat customers	VIP pricing, with the discount scaled to total order value across the year

Quality Commitment

- Preflight — Artwork checked for resolution, outlined fonts, bleed and separation problems before imposition
- Proof — PDF proof issued for written approval; hard copy proofs and mock-ups on request
- Press Check — Printed colour compared against the approved proof during the run
- Piece Inspection — Finished work checked by hand one by one for colour, quantity and material

- Photo Sign Off — Photographs of the finished goods sent for approval before shipment
- Packing — Reinforced export packing suited to express, air or sea transit

Work that does not meet the agreed specification through our fault is redone.

What to Send With an Enquiry

- The item and what it has to hold, carry or display
- The quantity, or the range you are deciding between
- Size and material or finish, if you already have a preference
- The date it has to land, and whether that is by air or by sea