



Working Relationship Agreement



AGM Concepts, Inc. looks forward to having a long, successful working relationship with _____. The following Terms and Conditions will assist us in a successful working relationship. Please review this agreement carefully as it provides valuable information about your order and turn around time upon receiving all the information. **Communication is critical to a successful working relationship. ANY and ALL communication needs to be confirmed in writing, preferably in e-mail.** Verbal changes will not be accepted. Please delegate one point of contact to work with us so there is no differences and miscommunication. We will always cc any pertinent individuals involved.

This **“Working Relationship Agreement”** is not an order but simple an agreement that you will be placing an order with us. This allows us to begin designing your logo (if needed), preparing promotional pre-sale flyers (if needed) to help you take orders, collect money, then place your exact order. To create your pre-sale flyer, please download our Pre-Sale flyer info sheet in our school category of our website, complete information and fax back. Please call us for assistance. **Upon signing, please begin the process of remitting your deposit written below.** We realize that some institutions have longer processes than others and it is always prudent to begin the process as soon as possible in order to avoid any unnecessary delays. Please remember, though we will begin designing your logo and promotional pre-sale flyer based on this signed agreement, **we will not begin processing set-ups for samples, or samples until we receive your deposit. If no deposit is remitted no samples will be supplied.** You can conduct a pre-sale with no deposit with your pre-sale flyer. View sample pre-sale flyers on our website. Upon receipt of deposit you can expect to receive your samples within 7-10 working days – if you have approved all your designs. Please remember, this is upon receipt of your deposit and not upon a verbal “the deposit is in process.” We highly encourage samples, they do help with pre-sales. The samples provided will be based on your assortment package of items (many times not all samples and sizes will be provided). Upon completing pre-sales and remitting totals (the actual placement of your order) please remit payment in full (as listed on Sales Order) for rush turnaround (5 to 8 working days) or no less than 70% deposit for normal (13 to 17 working days) starting upon receipt of payment with the balance due COD.

2. RECEIPT of DEPOSIT/PAYMENT IN FULL and/or PURCHASE ORDER

By signing this Agreement, you accept the Terms and Conditions set forth herein and agree to pay AGM Concepts, Inc. a 50% deposit for 100 assorted units (40% deposit for 200 units, 30% deposit for 300 units) of \$_____. The balance of \$_____ will be due upon delivery of the items (COD). Please provide your purchase order number under your signature and attach a copy of the purchase order. All appropriate sales tax will be added unless customers provide AGM Concepts with a copy of their tax exemption certificate, or are out of state. All prices quoted are to be from our most current price list as posted on our website at www.justbeyond.net. Any lower price variations or other special consideration, like product donations, requires a board member's written approval.

3. ART DESIGN / LOGO FEES

Just Beyond's art design fee is \$200. However, in support of our commitment to schools, we have reduced the fee by 75% to \$50 with an order, which includes one revision. Each subsequent revision will be \$25.00 per revision. Please avoid this by making firm decisions. Please know exactly what you want in your logo design or idea. We have posted thousands of logo designs on our website www.justbeyond.net to be able to select existing designs or provide you with concepts and ideas. **The design fee can be waived entirely if order commitment is 200 assorted items and above and you submit this signed Agreement within 48 hours of meeting and we receive your deposit within ten (10) days of signature.** ANY and ALL revisions must be communicated in writing (preferably email; facsimile also accepted) and be as precise as possible.

Additional logos designs: If any other student club, sports team, etc... within your school would like their own specific logo **we will waive their art design fee if their order is a minimum of \$1000 or school has signed a 400 unites plus assorted item package.** Otherwise, the \$50 reduced art design fee for schools will apply to each separate design and \$25.00 for revisions.

4. PLACEMENT OF ACTUAL ORDER WITH EXACT QUANTITIES, COLORS AND SIZES.

The actual production of your order begins upon **completing the following four steps**: **(1)** A signed copy of this “Working Relationship Agreement”; **(2)** Approval of your art design/logo, **(3)** receipt of a signed **Sales Order** (a detailed breakdown of the items (including colors, sizes and quantity of each item you are ordering) with an exact amount due and **(4)** receipt of payment of amount on Sales Order.

Once you submit the signed Sales Order with all the precise specifications we begin production. The following delivery periods apply: 13-17 working days (rush are 5-8). Apparel is subject to distributors' availability. Invariably some orders will have a 2-3% on backorder. If there is backorders, In order to fulfill the order entirely you have the option to select different brand of these same items. Just Beyond is not responsible for very slight color differences or possible very slight size differences that may occur with different brands. For our most up to date detailed information please resort to our web site - www.justbeyond.net.


*If a small percentage of an order is backordered, you can either wait for the entire order to arrive for the complete order to be shipped COD or we can ship COD for only the balance due on the portion shipped.

Please remember that failure to remit your deposit, approve the logo or submit precise quantities **will delay your order.** Rush orders can be executed by full advance payment.

****Special sizes of XXL or greater will incur an extended size fee. \$1.00/ tee shirt, \$2.00/ polo, denim etc. and up to \$5.00 for jacket.**

? **Any price reductions from rate card or donation from representative must be approved by a Board Member.**

30-60 assorted items 23.95 100-199@\$19.95 200-299@\$18.95 300-399@\$17.95 400 above –call for special pricing

QTY	Assorted Bags & Apparel Items from Items Listed Below. Exact Quantities, Sizes, Colors and Styles, TBD Upon receipt of exact order we will remit a Sales Order for you to approve by signing and faxing back. This Order will provide you with exact amount due.												Apx.Price per Item	Aprox Total	Sell price		
	BLK	ASH	GRAY	NAVY	RYL	RED	GRN	WHITE	OTHER COLOR	LOGO FRONT E S	LOGO BACK E S						
	T-shirt																
	Sweatshirt Hood																
	Sweatshirt Crew																
	Full Zip Hood Sweat																
	Polo Pique 1 color																
	Baby tee																
	Denim Shirt																
	Backpacks (suede bottom QTY_____ COLORS_____ Single Strap Backpack Silver QTY_____ Black QTY_____																
	Backpack on Wheels Navy QTY_____ Black QTY_____ Messenger Bag Black QTY_____ Navy QTY_____																
	Other Items from catalog: Page _____ Style # _____ Price _____ Page _____ Style # _____ Price _____																
	Art Design Fee (can be waived if agreement signed within 48 hours of 1 st meeting and deposit is received within 10 working days)												\$50.00				
	Digitizing Logo Fee - \$95 for new design. Add \$50 to increase to larger design. Digitizing Text Change on existing design - \$45																
	Silk screen set up fees: \$35.00 per color for film and screens.												\$35.00				
	Embroidery Fee are for Bags Only or extra embroidery for additional 10 000 stitch logo design on items												\$2.75				
	Embroidery for Additional larger logo Small logo (approx 10,000 stitches - \$2.75, Larger logo (approx 23,00 stitches - \$4.75																
	Shipping / Handling larger items - \$0.95. T-shirts, hats and smaller items - \$0.45 Accessories - \$0.10-\$0.20																
	Sales Tax (If applicable in the State of California Only) tax ID or resale number: _____																
	TOTAL AMOUNT																
	DEPOSIT																
	BALANCE DUE																
For additional information please contact us 800-660-2723 818-781-9871 fax info@justbeyond.net									Make Checks payable to: AGM Concepts, Inc. Mail to: 15857 Stagg St. Van Nuys, CA 91406			 <p>JUST BEYOND... is a division of AGM Concepts, Inc.</p>					
School Name:									School Logo:								
Address:									School Colors:								
City, St., Zip:									Enrollment:						Staff:		
Business Phone:									Account payable/bookkeeper:								
Business Fax:									Who Authorizes Check Signatures:								
Home Phone: Cell Number:																	
Work e-mail									Home e-mail								
Signature: X						Date:			Print Name:								
Purchase Order #:									Title								
Referral:																	
Feeder Schools:																	
Sales Rep:									Appt. Setter:								

- ? Assortment Packages are based on an *estimated* number of units at \$20 per unit. Final prices are based on your actual order (see "Step 4, Placement of Actual Order").
- ? Crew neck Sweatshirts and Hooded Sweatshirts with a full chest logo will be an additional \$2 per shirt.
- ? On assorted unit package, two (2) tee shirts (under \$10 cost) count as one (1) \$20 value unit.
- ? On large assorted packages, when the entire order is not placed at once, a portion of the deposit (50% of the outstanding balance) will be retained until the order is finished.
- ? In the event the order is cancelled, there will be a 20% cancellation fee.
- ? In the event this account goes into collection, the purchaser will be responsible for any and all costs incurred, including all attorney and court fees.
- ? Note for ALL orders with any Donations from us: Donations are NOT part of the main order. They are considered a separate Donation Order. Donation Orders will be shipped upon receipt of payment in full for the main order without exception.