





## **Process**

To get started, contact your Fellowes sales rep. Our team will work with you on customization choices, logos, quantities, and timing.

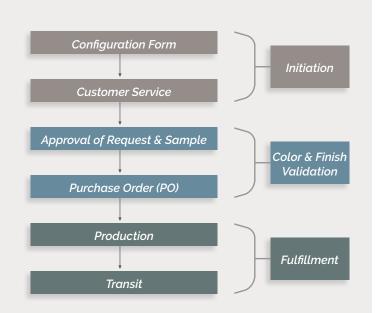
## *Timeline*

Once the custom design is approved and we have received a clean Purchase Order, lead time will be approximately 12 weeks.

A Fellowes customer service contact will be assigned to communicate with directly throughout this process.

A Project Dashboard outline will also be provided so expectations and delivery dates are clearly communicated.

This Process Flow Chart outlines each step that is necessary for successful completion.



## Minimum Order Quantities & Pricing

A minimum order quantity of 200 pieces per design and configuration (model) is required. List pricing is determined by the configuration chosen and is inclusive of 3 custom colors, non-polished finish, logo if desired (configuration must include a motion arm), color samples, first articles for approval, and freight costs.

Note: Polished finish models incur a slight increase in pricing.

