



# ZIP IT!

**NEXT DAY SHIPPING**

## WHAT IS ZIP-IT?

“Zip-It” is SnugZ’s next-day service program. If you place your order before 2:00 pm EST, it ships the very next business day at no additional cost. Zip-It is available for our most popular items.

## WHAT PRODUCTS QUALIFY FOR ZIP-IT SERVICE?

Look for the  next to the item number in the SnugZ Catalog or online at [snugzusa.com](http://snugzusa.com) to indicate which items are offered on the Zip Next-Day service program.

## WHAT IS THE ORDER AND ARTWORK EMAIL ADDRESSES FOR ZIP-IT?

Order and artwork **MUST** be emailed at the same time to:

[zipit@snugzusa.com](mailto:zipit@snugzusa.com)

If you’ve requested typeset art, please choose from one of the font options below. If no font is called out on you PO we will default to Arial Bold. Recommended fonts are Arial Bold, Helvetica or Times New Roman.

## WHAT SHOULD BE INCLUDED ON THE PO?

“Zip-It” must be designated on the purchase order in the line item field. Complete order and vector artwork must be received by 2:00 pm EST

### LANYARDS & ACCESSORIES

- Full Item Code + attachment(s) (if applicable)
- Material color - Please call out preferred stock color  
Ex: Royal Blue instead of “Blue” as we have both Navy and Royal available in all products.
- Imprint color - Please call out specific shade/color  
Ex: “Gold” could be Metallic or Athletic Gold, so please call that out ahead of time.
- All Dye Sublimation Products - Call out PMS Colors for imprint.
- Shipping Information including Ship Method and In Hands Date
- Verify Pricing
- Special instructions if any

### PERSONAL CARE / MINTS / ZEN

- Full Item Code
- Mints - Item Code including Fill & Container
- Flavor / Scent
- Label type (White or Clear only for Zip-It)
- Imprint color with PMS values called out  
Verify Pricing Special instructions if any

## WILL I RECEIVE A PAPER PROOF?

No, Zip-It Next-Day Service does not qualify for a paper proof due to the tight turn-time. Standard production time will apply if a paper proof is requested on the PO.

## WHAT MAXIMUM QUANTITIES APPLY TO ZIP-IT?

Up to fourth column quantities for the vast majority of items (some restrictions apply). See individual product information.

## WHAT IS THE TURN-AROUND TIME ON SPEC-SAMPLES & SELF-PROMOS?

For spec samples, a maximum of five items are eligible for Zip-It. For self-promos, Zip-It is not available.

## WHAT ARE THE LESS-THAN-MINIMUM FEES (V)?

For Zip-It, the less-than-minimum fee is \$50(V)

## CAN I SPLIT-SHIP MY ZIP-IT ORDER?

Yes, up to 3 split-shipments per order may be requested. Standard charges of \$5(c) per box after the original shipment apply and will be added to the freight cost.