



BKNY PRINTING

105 JAMAICA AVE, BROOKLYN, NY 11207

CALL NOW: 1(718)875-4219 FAX: 1(718)875-0470 EMAIL: info@bknyprinting.com

WWW.BKNYPRINTING.COM OPEN: MON-FRI 10AM-5PM / SAT 11AM-4PM

Dear Valued BKNY Customer,

Thank you for choosing BKNY Printing for your screen printing needs.

The information enclosed will help you make the most of our services. We understand this is a CUSTOM business and every single customer has different needs and requests. This package will help expedite your order efficiently and promptly. If you have any questions, please feel free to contact our sales department at 718.875.4219 ext.102 to schedule an appointment.

As your needs change, we will be happy to help you evaluate those needs and offer you the services that will help you achieve your new goals.

Enclosed in our information package you will find the following:

- Price List: Screenprint, DTG, Heat transfers, Foil, Additional services
- Blank order Form w/ instructions
- Order Artwork Specifications
- Resale Certificate
- Blank Order Form w/ Instructions on Back Side
- Turnaround Time Check List
- Terms & Conditions

As always we appreciate your business and look forward to building a prosperous relationship for the future. Again, thank you for choosing BKNY Printing.

Sincerely,
BKNY Staff



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HOURS OF OPERATION:

MON - FRI 10am-5pm

SATURDAY 11am-4pm

BY APPOINTMENT ONLY

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NOTES



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ORDER FORM INSTRUCTIONS

GENERAL INFO



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ORDER FORM

☒ NEW ORDER ☐ RE-ORDER

DESIGN/ P.O. *Company Job*

CUSTOMER/ACCOUNT NAME *Andrade Construction LLC*
CONTACT NAME *John Doe*
STREET ADDRESS *444 Park Ave*
CITY, STATE, ZIP CODE *Brooklyn, NY 11217*

PHONE # *917-555-5555*
ALT. PHONE # *718-555-5555*
FAX #
EMAIL *johndoe@andradeconstruction.com*

ORDERED *1/16/13*

DUE DATE *1/30/13*

PRIORITY SERVICE ☐ Y ☒ N

☐ CUSTOMER SUPPLIED GARMENTS ☒ BKNY SUPPLIED GARMENTS ☒ SCREEN READY ARTWORK ☒ Y ☐ N BKNY CREATED/EDITED ARTWORK ☐ Y ☒ N

STYLE# / BRAND / TYPE OF GARMENT	GARMENT COLOR	OTHER	S	M	L	XL	2X	3X	4X	TOTAL #
<i>3600M Mens T-shirts- 100% Cotton</i>	<i>White</i>			<i>15</i>	<i>10</i>	<i>20</i>				<i>45</i>
<i>5454 American Apparel Sweatshirt+ 100% Cotton</i>	<i>White</i>				<i>5</i>					<i>5</i>

ARTWORK & PRINT DESCRIPTION

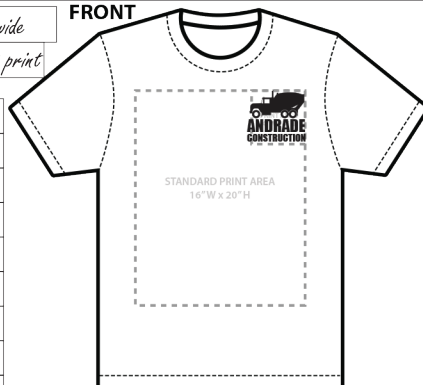
NOTE: STANDARD PRINT SIZE 15.5"W x 17.5"H - OVERSIZE PRINT SIZE 18"W x 24"H

ART SIZE *4" wide*

LOCATION *pocket print*

INK COLORS

- Black*
-
-
-
-
-
-
-
-
-



☒ PLASTISOL ☐ WATER-BASE/DISCHARGE

ART SIZE *12" wide*

LOCATION *2" down*

INK COLORS

- Black*
-
-
-
-
-
-
-
-
-

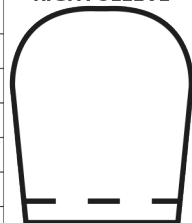


☒ PLASTISOL ☐ WATER-BASE/DISCHARGE

INK COLORS

-
-
-
-
-
-
-
-
-
-

RIGHT SLEEVE



ART SIZE
LOCATION

INK COLORS

- Black*
-
-
-
-
-
-
-
-
-

LEFT SLEEVE



ART SIZE *5" wide*
LOCATION *1/2" up*

NOVELTY INKS & FINISHING SERVICES

- | | | |
|-----------------------------------|---------------------------------------|---|
| <input type="checkbox"/> PUFF | <input type="checkbox"/> FOIL | <input type="checkbox"/> FOLDING |
| <input type="checkbox"/> SUEDE | <input type="checkbox"/> HIGH DENSITY | <input type="checkbox"/> POLY-BAG |
| <input type="checkbox"/> SHIMMER | <input type="checkbox"/> SOFTHAND | <input type="checkbox"/> SEW RE-LABEL |
| <input type="checkbox"/> GLITTER | <input type="checkbox"/> GEL | <input type="checkbox"/> PRINTED INSIDE LABEL |
| <input type="checkbox"/> METALLIC | | |

ADDITIONAL NOTES/COMMENTS

Print sleeves on T-shirts only

GARMENT INFO

PRINT INFO

NOTES



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SPEC SHEET INSTRUCTIONS

general info/name

artwork/job title

t-shirt color

order date /expected ready date

CUSTOMER NAME: *Andrade Construction*

PO#: *COMPANY JOB*

GARMENT COLOR: *WHITE*

FRONT

ARTWORK SIZE: *4" WIDE*

BKNY SPEC SHEET

JOB#: *123456*

1

OF

2

FRONT LOCATION: *3" DOWN*

DATE: *1/16/13*

JOB DUE: *1/30/13*

BACK

ARTWORK SIZE: *12" WIDE*

BACK LOCATION: *2" DOWN*

space from
neck seam

color of
artwork

PLEASE NOTE
EXACT PLACEMENT

FRONT INK

1. *BLACK*
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

art work and
intended
placement

BACK INK

1. *BLACK*
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

NOTES:

Print left sleeve 5"W, 0.50" above seam

print notes/special
information
regarding your job

*PLEASE NOTE
THIS SPEC SHEET IS **NOT** TO SCALE. FOR APPROVAL ON ARTWORK,
SIZE, PLACEMENT, AND INK COLORS.

☐ **SOFT HAND**

☐ **WATERBASE**

☒ **PLASTISOL**

☐ **HEAT TRANSFER**

CREATED BY: _____

SIGNED BY: _____

SIGN: _____

print type/ink
ask sales rep for
more info



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DIRECT TO GARMENT (DTG) PRICELIST (GARMENTS NOT INCLUDED)

STANDARD DTG PRINT 4"X4"

BREAK POINT	LIGHTS 4" X 4"	DARKS 4" X 4"
1	\$15.00	\$20.00
2	\$12.00	\$18.00
6	\$11.00	\$17.00
10	\$10.00	\$16.00
15	\$ 9.00	\$15.00
24	\$ 8.00	\$12.00
36	\$ 7.00	\$10.00
48	\$ 6.00	\$ 8.50
60	\$ 5.00	\$ 7.50
72	\$ 4.00	\$ 6.50
100	\$ 4.75	\$ 5.75
120	\$ 4.50	\$ 5.25
140	\$ 4.25	\$ 4.75
180	\$ 4.00	\$ 4.50
300	\$ 3.00	\$ 4.00

STANDARD DTG PRINT 7"X11"

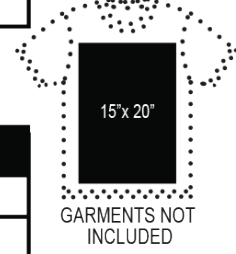
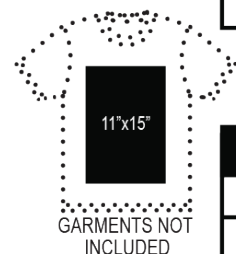
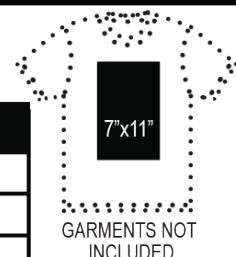
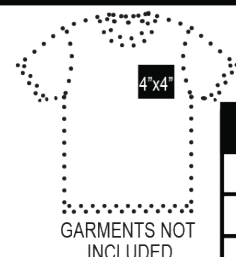
BREAK POINT	LIGHTS 7" X 11"	DARKS 7" X 11"
1	\$18.00	\$22.00
2	\$16.00	\$20.00
6	\$15.00	\$18.00
10	\$14.00	\$17.00
15	\$13.00	\$16.00
24	\$12.00	\$14.00
36	\$11.00	\$12.00
48	\$10.00	\$11.75
60	\$ 9.00	\$10.75
72	\$ 8.00	\$ 9.50
100	\$ 7.00	\$ 8.50
120	\$ 6.00	\$ 7.50
140	\$ 5.00	\$ 6.50
180	\$ 4.00	\$ 5.50
300	\$ 3.50	\$ 4.50

STANDARD DTG PRINT 11"X15"

BREAK POINT	LIGHTS 11" X 15"	DARKS 11" X 15"
1	\$20.00	\$24.00
2	\$18.00	\$22.00
6	\$17.00	\$20.00
10	\$16.00	\$19.00
15	\$15.00	\$18.00
24	\$13.00	\$16.00
36	\$12.00	\$14.00
48	\$11.00	\$12.50
60	\$10.00	\$11.50
72	\$ 9.00	\$ 10.50
100	\$ 8.00	\$ 9.50
120	\$ 7.00	\$ 8.50
140	\$ 6.00	\$ 7.50
180	\$ 5.00	\$ 6.50
300	\$ 4.00	\$ 5.50

STANDARD DTG PRINT 15"X20"

BREAK POINT	LIGHTS 15" X 20"	DARKS 15" X 20"
1	\$22.00	\$26.00
2	\$21.00	\$24.00
6	\$20.00	\$22.00
10	\$19.00	\$21.00
15	\$18.00	\$20.00
24	\$17.00	\$18.00
36	\$14.00	\$16.00
48	\$13.00	\$15.00
60	\$12.00	\$13.75
72	\$11.00	\$12.50
100	\$10.00	\$11.50
120	\$ 9.00	\$11.00
140	\$ 8.00	\$10.50
180	\$ 7.00	\$ 9.50
300	\$ 6.00	\$ 8.50



DISCLOSURE

*Please note for best DTG printing results shirts must be 100% cotton ring spun. When printing DTG on Heather Grays or any other "Heather" colors will result to a low quality print. Dtg printing on mix blends such as polyester / spandex / rayon or any other materials other than 100 %COTTON will result in poor dtg PRINTING results. BKNY Printing will not be responsible for any damage printing garments that are due to non 100% cotton garments.

ARTWORK GUIDELINES: For best results with DTG printing, image should be saved as an RGB Photoshop file with a transparent background layer at 300 dpi and at actual size. Be advised that designs with transparency or gradients may not print exactly as they appear on the computer screen, especially when printing on dark colored garments. BKNY Printing can not be held responsible for improperly formatted or low-resolution artwork.



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Direct-to-Garment (DTG) Full Color Printing

PRICE LIST INCLUDING GARMENTS

Prices include 100% combed-cotton tees from these brands:

BELLA+CANVAS



NEXT LEVEL
A P P A R E L

American Apparel™

For American Apparel add \$5 per garment

*FOR CUSTOMER SUPPLIED GOOD PLEASE SUBTRACT \$5.00 FROM COST OF FRONT PRINT.
 PLEASE NOTE BKNY RECOMMENDS 100% COMBED COTTON TEES*

STANDARD



	1-5PCS		6-11PCS		12-23PCS		24-47PCS		48-71PCS		72+PCS	
	FRONT	other sides	FRONT	other sides	FRONT	other sides	FRONT	other sides	FRONT	other sides	FRONT	other sides
White Tee	\$25	\$7	\$20	\$7	\$15	\$7	\$13	\$6	\$10	\$5	\$8	\$4
Light Tee	\$30	\$7	\$25	\$7	\$20	\$7	\$18	\$6	\$13	\$6	\$10	\$5
Dark/Black Tee	\$35	\$7	\$30	\$7	\$25	\$7	\$20	\$6	\$15	\$6	\$12	\$5

OVERSIZE



	1-5PCS		6-11PCS		12-23PCS		24-47PCS		48-71PCS		72+PCS	
	FRONT	other sides	FRONT	other sides	FRONT	other sides	FRONT	other sides	FRONT	other sides	FRONT	other sides
White Tee	\$30	\$7	\$25	\$7	\$20	\$7	\$15	\$6	\$12	\$5	\$9	\$4
Light Tee	\$35	\$7	\$30	\$7	\$25	\$7	\$20	\$6	\$15	\$6	\$13	\$5
Dark/Black Tee	\$40	\$7	\$35	\$7	\$30	\$7	\$25	\$6	\$20	\$6	\$15	\$5

Direct to garment printing, also known as DTG printing, digital direct to garment printing, digital apparel printing, and inkjet to garment printing, is a process of printing on textiles and garments using specialized or modified inkjet technology. The two key requirements of a DTG printer are a transport mechanism for the garment and specialty inks (inkjet textile inks) that are applied to the textile directly and are absorbed by the fibers.

ARTWORK GUIDELINES: For best results with DTG printing, image should be saved as an RGB Photoshop file with a transparent background layer at 300 dpi and at actual size. Be advised that designs with transparency or gradients may not print exactly as they appear on the computer screen, especially when printing on dark colored garments. BKNY Printing can not be held responsible for improperly formatted or low-resolution artwork.



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SCREEN & FILM SET-UP FEES

SCREEN SIZE	NEW SCREEN	RE-BURN SCREEN <i>(film fee waived)</i>
STANDARD SCREEN 16" width x 21" height	Plastisol- \$45 per color Waterbase- \$55 per color	Plastisol- \$30 per color Waterbase- \$40 per color
OVERSIZE SCREEN 19" width x 28" height	Plastisol- \$175 per color Waterbase- \$185 per color	Plastisol- \$160 per color Waterbase- \$170 per color

SET-UP FEE INCLUDES:

- Artwork spec sheet email for pre-approvals. *Add 4-5 Business days to turnaround time*
- Film positive. *Customer owns films, BKNY Printing keeps all films unless requested by customer.*
- Screen set-up/burning *All screens are property of BKNY Printing. Screens are filed for 90 days and washed / recycled thereafter.*

SCREEN PRINTING PRICELIST

PRICES ARE PER LOCATION / PRICES EXCLUDE GARMENT



25 UNIT MINIMUM FOR 7 COLORS AND MORE

Q
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T
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T
Y

25-71 UNITS	\$3.64 per piece	\$4.68 per piece	\$5.72 per piece	\$6.76 per piece	\$7.80 per piece	\$8.84 per piece	72 pc minimum	72 pc minimum	72 pc minimum	72 pc minimum
72-144 UNITS	\$2.05 per piece	\$3.04 per piece	\$4.03 per piece	\$5.02 per piece	\$6.01 per piece	\$7.00 per piece	\$7.99 per piece	\$8.98 per piece	\$9.97 per piece	\$10.96 per piece
145-300 UNITS	\$1.49 per piece	\$2.14 per piece	\$2.79 per piece	\$3.44 per piece	\$4.09 per piece	\$4.74 per piece	\$5.39 per piece	\$6.04 per piece	\$6.69 per piece	\$7.34 per piece
301-500 UNITS	\$1.26 per piece	\$1.53 per piece	\$1.80 per piece	\$2.07 per piece	\$2.34 per piece	\$2.61 per piece	\$2.88 per piece	\$3.15 per piece	\$3.42 per piece	\$3.69 per piece
501-749 UNITS	\$1.14 per piece	\$1.38 per piece	\$1.62 per piece	\$1.86 per piece	\$2.10 per piece	\$2.34 per piece	\$2.58 per piece	\$2.82 per piece	\$3.06 per piece	\$3.30 per piece
750-998 UNITS	\$1.02 per piece	\$1.26 per piece	\$1.50 per piece	\$1.74 per piece	\$1.98 per piece	\$2.22 per piece	\$2.46 per piece	\$2.70 per piece	\$2.94 per piece	\$3.18 per piece
999-1200 UNITS	\$0.96 per piece	\$1.20 per piece	\$1.44 per piece	\$1.68 per piece	\$1.92 per piece	\$2.16 per piece	\$2.40 per piece	\$2.64 per piece	\$2.88 per piece	\$3.12 per piece
1201-2500 UNITS	\$0.93 per piece	\$1.16 per piece	\$1.39 per piece	\$1.62 per piece	\$1.85 per piece	\$2.08 per piece	\$2.31 per piece	\$2.54 per piece	\$2.77 per piece	\$3.00 per piece
2501-3000 UNITS	\$0.90 per piece	\$1.11 per piece	\$1.32 per piece	\$1.53 per piece	\$1.74 per piece	\$1.95 per piece	\$2.16 per piece	\$2.37 per piece	\$2.58 per piece	\$2.79 per piece
3001-3500 UNITS	\$0.84 per piece	\$1.04 per piece	\$1.24 per piece	\$1.44 per piece	\$1.64 per piece	\$1.84 per piece	\$2.04 per piece	\$2.24 per piece	\$2.44 per piece	\$2.64 per piece
3501-3799 UNITS	\$0.81 per piece	\$0.99 per piece	\$1.17 per piece	\$1.35 per piece	\$1.53 per piece	\$1.71 per piece	\$1.89 per piece	\$2.07 per piece	\$2.25 per piece	\$2.43 per piece
3800-4199 UNITS	\$0.78 per piece	\$0.93 per piece	\$1.08 per piece	\$1.23 per piece	\$1.38 per piece	\$1.53 per piece	\$1.68 per piece	\$1.83 per piece	\$1.98 per piece	\$2.13 per piece
4200 AND UP	\$0.74 per piece	\$0.84 per piece	\$0.94 per piece	\$1.04 per piece	\$1.14 per piece	\$1.24 per piece	\$1.34 per piece	\$1.44 per piece	\$1.54 per piece	\$1.64 per piece

Print capabilities are up to 10 colors on white garment. Print capabilities are up to 8 colors on dark garments

Printing on dark garments go up 1 color for underbase white. Oversize prints 2x price.

2017 STANDARD SCREEN PRINT PLASTISOL PRICELIST

See other side for novelties + add ons



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ADDITIONAL PREP CHARGES AND FEES

SERVICES	PRICE
Art Charges (includes editing low resolution art, design adjustments and font matching)	\$25.00 per 1/2 hour
<i>Standard type setting or minor clean up will be billed at a min. of 1/2 hour per location.</i>	
Color Separation - For finished artwork (i.e. four color- simulated process prints)	\$25.00 per color
Sample Pic/ Strike-off Photo via Email	\$25.00 first Pic \$20.00 ea. additional
Ink Color Changes (orders with multiple colorways)	\$15.00 per color
PMS/ Pantone Matching or Textile Matching	\$15.00 per color
Garment separations (orders with multiple colorways)	+add 3% of total invoice
Novelty Inks (Puff, Suede, Shimmer, Metallic, Glitter, High Density, Soft-hand, Gel inks) <i>*Some artwork may require a separate screen for novelty inks, please ask your sales representative</i>	+add \$0.75 per unit / per novelty / per location
3M Reflective Ink <i>**price may increase depending on print area</i>	+add \$3.25 per location
Waterbase Printing on White + Light Garments <i>Note: Goods must be dischargeable dye to be compatible or 100% cotton</i>	+add \$1.50 per unit
Discharge Waterbase on Dark Garments <i>Note: Goods must be dischargeable dye to be compatible or 100% cotton</i>	+add \$2.00 per unit
Individual Fold & Poly Bag	+add \$0.50 per unit
Individual Fold	+add \$0.25 per unit
Re-Order Fee/Press Set-up [For jobs done within 3 months]	\$10.00 per color

PAYMENT & TERMS

- First Time Customers are subject to **pay in full** in advance prior to processing order.

- In order to start the production process, **all orders** require a payment/deposit:

50% DEPOSIT is required on orders with customer supplied goods for existing BKNY customers.

All balances are due upon pick-up/delivery/shipment of completed orders.

100% PAYMENT is required on orders that BKNY Printing supplies goods.

BKNY Printing accepts cash, company check with credit approval, Paypal and credit card.

We accept MASTERCARD, VISA, AMERICAN EXPRESS and DISCOVER.

Please note: There is a 3% surcharge for Paypal and Credit/Debit Card transactions. All orders must be paid in full at the time of purchase/before processing job.

All customers must complete a credit card terms form and provide valid photo I.D. for BKNY Printing to hold on file.

PRIORITY/RUSH SERVICES:

5 business day turnaround- add **30% to invoice total**

3 business day turnaround- add **40% to invoice total**

1 business day turnaround- add **60% to invoice total**

DISCLOSURE ON PRIORITY/RUSH SERVICE

Please keep in mind that due to the customized nature of our business, each order has special needs and therefore may require more time than expected and may pass deadline date.

There are no refunds on priority service charges, if job exceeds priority due date.

RETURNS/REFUNDS:

It is the customer's responsibility to **carefully review all invoices and spec sheets** prior to approving them. Orders that are not in compliance with our sales order form contract after sample approval will be credited to your account. There are no cash or credit card refunds, BKNY only offers refunds in the form of a credit to your account for future orders. BKNY Printing order credits are valid for one (1) year from date issued. Credits older than one (1) will be honored only if client can present a hardcopy of the invoice reflecting the credit. Claims regarding a job must be made within 3 days of pick-up.



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PRICE LISTS FOR FOIL APPLICATION

****FOIL ORDERS MUST BE A MINIMUM OF \$70.00. CUSTOM FOILS FROM SAMPLE BOOK MAY INCUR ADDITIONAL FEES.****

QUANTITY	PRICE
1 to 24 pieces	\$2.50 per pc
25 to 50 pieces	\$2.00 per pc
51 to 150 pieces	\$1.50 per pc
151 to 250 pieces	\$1.30 per pc
251 to 450 pieces	\$1.10 per pc
451 to 750 pieces	\$0.95 per pc
751 and up	please call

Please Note:

- Foil charges do not include printing charges. Foils are up to 15" WIDTH x 18" HEIGHT
- Available in colors: gold, silver, copper, and more. For more color inquiries, please call.
- We can also combine screen prints with foil application

PRICE LIST FOR RE-LABELING

This pricelist reflects price for garments with re-labeling only.

1-71 pieces: \$2.00, 72 pieces & up: \$0.75 for re-labeling on in house print combo/private label jobs.

QUANTITY	PRICE
1 - 35 Units	\$2.00
36 - 72 Units	\$1.50
73 - 150 Units	\$1.00
151 Units and Up	\$0.80



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PRICE LISTS FOR HEAT TRANSFERS

FULL COLOR HEAT TRANSFER FOR WHITE GARMENTS

Paper Size	Quantities	Prices per sheet
8.5" X 11"	1 to 6 units	\$25.00 per unit
11" X 17"	1 to 6 units	\$30.00 per unit
8.5" X 11"	7 to 13 units	\$15.00 per unit
11" X 17"	7 to 13 units	\$25.00 per unit
8.5" X 11"	14 to 26 units	\$8.00 per unit
11" X 17"	14 to 26 units	\$15.00 per unit
8.5" X 11"	27 to 100 units	\$5.50 per unit
11" X 17"	27 to 100 units	\$10.00 per unit
8.5" X 11"	101 to 250 units	\$5.00 per unit
11" X 17"	101 to 250 units	\$7.00 per unit
8.5" X 11"	251 and up	\$4.00 per unit
11" X 17"	251 and up	\$5.50 per unit

FULL COLOR HEAT TRANSFER FOR COLOR GARMENTS

Paper Size	Quantities	Prices per sheet
8.5" X 11"	1 to 6 units	\$27.00 per unit
11" X 17"	1 to 6 units	\$35.00 per unit
8.5" X 11"	7 to 13 units	\$18.00 per unit
11" X 17"	7 to 13 units	\$30.00 per unit
8.5" X 11"	14 to 26 units	\$10.00 per unit
11" X 17"	14 to 26 units	\$25.00 per unit
8.5" X 11"	27 to 100 units	\$7.50 per unit
11" X 17"	27 to 100 units	\$11.50 per unit
8.5" X 11"	101 to 250 units	\$6.00 per unit
11" X 17"	101 to 250 units	\$8.00 per unit
8.5" X 11"	251 and up	\$5.00 per unit
11" X 17"	251 and up	\$7.50 per unit

Die-cut heat transfer graphics- ADD \$1.95 per unit/per location

These prices include printing and application of heat transfers but do not include cost of garment

05.02.2017



BKNY PRINTING

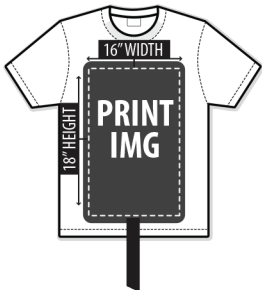
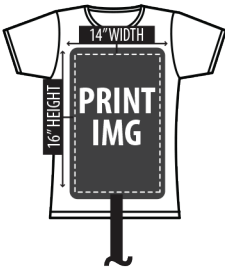
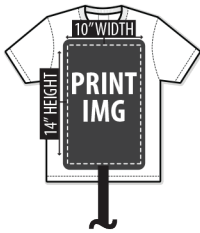
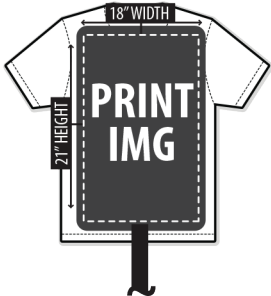
105 JAMAICA AVE BROOKLYN NEW YORK 11207
PHONE (718)875-4219 FAX (718)875-0470
WWW.BKNYPRINTING.COM

HOURS OF OPERATION:
MON - FRI 10am-5pm
SATURDAY 11am-4pm
BY APPOINTMENT ONLY
EMAIL: INFO@BKNYPRINTING.COM

ARTWORK SPECIFICATIONS

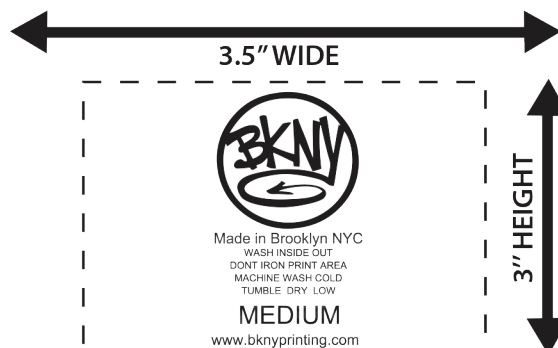
- 1. SOFTWARE:** Illustrator or Photoshop.
- 2. FILE FORMAT:** NATIVE PSD & AI, EPS, TIFF, PDF.
*Please Note a JPG FILE is a compression format that will lose quality each time you open and save s a new name. In order to maintain edge sharpness this format is NOT recommended to use for color separations.
- 3. FILE RESOLUTION:** 300 DPI. 100% (the actual size it should be printed)
For Photorealistic Prints - Put the background (shirt color) on a separate layer from the image that is to be printed. If you are sending Vector Based AI, EPS, or PDF files CONVERT ALL TYPE TO OUTLINES.
*Please List Exact Placement Specs for Design, Number of Colors and each Pantone Color.
- Artwork can be provided by CD, Flash / thumb drive, uplink, or email to info@bknyprinting.com
- Artwork MUST be to size! Pantone color (Spot Color) is needed, unless the job is a 4 color process.
- A paper proof spec must be provided with file. (spec must indicate size, color, and placement)
*BKNY SPEC SHEET TEMPLATES CAN BE DOWNLOADED FROM OUR WEBSITE

7. RECOMMENDED PRINT IMAGE SIZES:

	STANDARD PRINTS	WOMENS PRINTS	YOUTH PRINTS	OVERSIZE PRINTS
RECOMMENDED ART SIZE:	15.5" W x 17.5" H	13.5" W x 15.5" H	9.5" W x 13.5" H	18" W x 24" H
				
	RECOMMENDED GARMENT MENS TEE	RECOMMENDED GARMENT WOMENS TEE	RECOMMENDED GARMENT KIDS TEE & TOTE BAGS	RECOMMENDED GARMENT MENS TEE
BKNY PALETTE SIZE:	16" W x 18" H	14" W x 16" H	10" W x 14" H	20" W x 28" H

INSIDE NECK LABEL SPECIFICATIONS

MAXIMUM ARTWORK
DIMENSIONS
FOR
15" X 15"
HEAT TRANSFER
NECK LABELS



DEFAULT INSIDE LABEL
PRINT COLOR IS
LIGHT GREY
UNLESS OTHERWISE
SPECIFIED BY
CUSTOMER

EMAIL ARTWORK TO INFO@BKNYPRINTING.COM



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TURN - AROUND TIME CHECKLIST

DUE DATE WILL BE DETERMINED BASED ON THE FOLLOWING. NO EXCEPTIONS.

PAYMENT

☐ **PAYMENT RECEIVED** - All orders are subject to deposit and/or Purchase Order.

Payment minimum of 50% DEPOSIT (on customer supplied goods) 100% PAYMENT (on BKNY supplied goods)

ARTWORK

☐ **FINAL ARTWORK & ART SPECIFICATIONS SUBMITTED**

*Any changes made after art is in, job due date will be subject to set back

GARMENTS

☐ **GARMENTS ARE RECEIVED IN HOUSE.** BKNY SUPPLIED GOODS OR CUSTOMER SUPPLIED GOODS.

Separated with Unit Breakdown According to Design and Labeled as follows :

1.Customer Name 2.Design Name 3. Amount of Units per Design.

*Partial Garments or non-separated units will be charged a 3% surcharge. + Add 5 Business days if BKNY Separates.

SPEC SHEET

☐ **CUSTOMER SUPPLIED SPEC SHEET APPROVAL** - Completed Information Including final print size, placement, Standard Ink colors or PMS colors.

*If you can not supply Spec Sheet, an additional 5 business days will be added for BKNY to create it.

ORDERS IN PRODUCTION

SAMPLE APPROVAL

☐ **STRIKE-OFF DIGITAL PHOTO APPROVAL** - \$25 additional per colorway

BKNY will photograph the first print of the design.

Customers are required to be available to respond with approval via email for strike-off.

If you do not respond to the strike-off within the 15-25 minute window, your job will be rescheduled.

*May add 1-2 business days to production time.

PRODUCTION TURN - AROUND TIMES

STANDARD JOBS

BASIC PRINTING WITH NO ADDITIONAL INSTRUCTIONS.

7-10 Business days from spec sheet submission/approval (customer supplied spec sheet)

Must allow an additional 5 business days after ordering to receive BKNY supplied spec sheet

PRIVATE LABEL

MAY INCLUDE ANY THE FOLLOWING:

Multiple locations, multiple color-ways, novelty inks, relabeling, poly-bagging, special instructions, and/or water-base/discharge printing

14-24 Business days from spec sheet submission/approval (customer supplied spec sheet)

Must allow an additional 5 business days after ordering to receive BKNY supplied spec sheet

DISCLOSURE ON PRIORITY/RUSH SERVICE

Please keep in mind that due to the customized nature of our business, each order has special needs and therefore may require more time than expected and may pass deadline date.

There are no refunds on priority service charges, if job exceeds priority due date.

RETURNS/REFUNDS:

It is the customer's responsibility to **carefully review all invoices and spec sheets** prior to approving them. Orders that are not in compliance with our sales order form contract after sample approval will be credited to your account. There are no cash or credit card refunds.

BKNY only offers refunds in the form of a credit to your account for future orders. BKNY Printing order credits are valid for one (1) year from date issued. Credits older than one (1) will be honored only if client can present a hardcopy of the invoice reflecting the credit. Customers have 3-DAYS from receiving the order to make any claims of unsatisfactory or make claim to return the order for damages or any other claim to return order back to BKNY for Issues. BKNY Printing relinquish responsibility of damages.

PLEASE NOTE TURN AROUND TIMES ARE BASED ON WHEN BKNY RECEIVES SPEC SHEET APPROVAL VIA EMAIL or IN-SHOWROOM SIGNATURE.

SIGNATURE

CUSTOMER/ACCOUNT NAME

DATE



BKNY PRINTING

105 JAMAICA AVE BROOKLYN NEW YORK 11207
 PHONE (718)875-4219 FAX (718)875-0470
 WWW.BKNYPRINTING.COM INFO@BKNYPRINTING.COM

ORDER FORM

☐ NEW ORDER ☐ RE-ORDER

DESIGN/ P.O.

CUSTOMER/ACCOUNT NAME

PHONE #

ORDERED

CONTACT NAME

ALT. PHONE #

DUE DATE

STREET ADDRESS

FAX #

PRIORITY SERVICE ☐ Y

CITY, STATE, ZIP CODE

EMAIL

☐ N

☐ CUSTOMER SUPPLIED GARMENTS

☐ BKNY SUPPLIED GARMENTS

SCREEN READY ARTWORK ☐ Y ☐ N

BKNY CREATED/EDITED ARTWORK ☐ Y ☐ N

STYLE# / BRAND / TYPE OF GARMENT

GARMENT COLOR OTHER

S

M

L

XL

2X

3X

4X

TOTAL #

ARTWORK & PRINT DESCRIPTION

NOTE: STANDARD PRINT SIZE 15.5"W x 17.5"H - OVERSIZE PRINT SIZE 18"W x 24"H

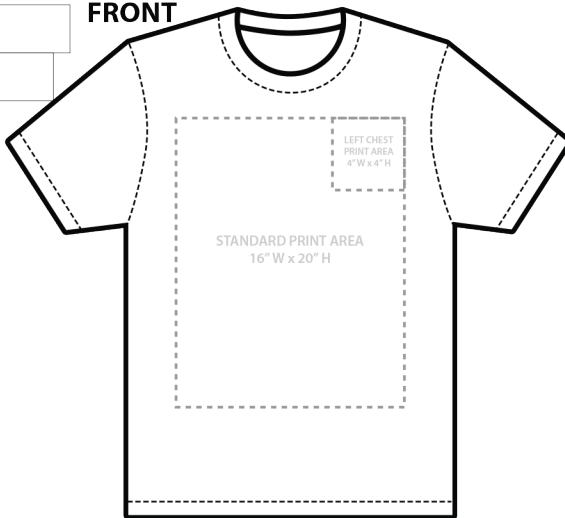
ART SIZE

FRONT

LOCATION

INK COLORS

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.



☐ PLASTISOL ☐ WATER-BASE/DISCHARGE ☐ DTG ☐ DYE SUB

ART SIZE

BACK

LOCATION

INK COLORS

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.



☐ PLASTISOL ☐ WATER-BASE/DISCHARGE ☐ DTG ☐ DYE SUB

INK COLORS

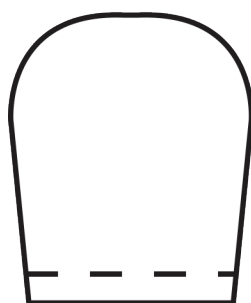
RIGHT SLEEVE

INK COLORS

LEFT SLEEVE

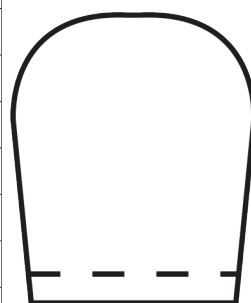
- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

ART SIZE
LOCATION



- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

ART SIZE
LOCATION



NOVELTY INKS & FINISHING SERVICES

☐ PUFF ☐ FOIL ☐ FOLDING
☐ SUEDE ☐ HIGH DENSITY ☐ POLY-BAG
☐ SHIMMER ☐ SOFTHAND ☐ SEW RE-LABEL
☐ GLITTER ☐ GEL ☐ PRINTED INSIDE LABEL
☐ METALLIC

ADDITIONAL NOTES/COMMENTS



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COMPANY POLICIES, TERMS AND CONDITIONS AGREEMENT

ACCEPTANCE OF TERMS READ THESE TERMS CAREFULLY BEFORE USING THE SERVICES DESCRIBED BELOW. IF YOU DO NOT AGREE TO THESE TERMS AND CONDITIONS, YOU MAY NOT ACCESS OR OTHERWISE USE THESE SERVICES. YOUR SIGNATURE NEXT TO THE MARKED "I ACCEPT" AND YOUR CONTINUED USE OF THE SERVICES INDICATES YOUR ACKNOWLEDGMENT THAT YOU HAVE READ AND ACCEPTED THESE TERMS AND CONDITIONS.

1-BUSINESS HOURS ALL ORDER PLACEMENTS & CONSULTATIONS ARE BY APPOINTMENT ONLY. MONDAY to FRIDAY- 10:00 AM - 5:00 PM EST. SATURDAYS - 11AM TO 4PM EST to place and pick up orders

2-RE-SELLERS BKNY Printing primarily serves manufacturers and private labels that are re-sellers. All first time accounts must file a New York State Resale Tax Certificate form ST-120 with BKNY Printing to qualify as a wholesaler/re-seller account.

2A- PRIVATE LABEL ACCOUNTS : there is a 72 piece minimum per design. See point 12- PRIVATE LABEL TURNAROUND.

3-FIRST TIME CUSTOMERS (3A) In order to serve you efficiently, it would be ideal if you know exactly what you want so we can help you. (3B) Customers unclear of what one wants, please visit our website for ideas, and notify our customer service representative to set up an appointment for a consultation. ALL CONSULTATIONS ARE LIMITED TO 30 MINUTES PER OFFICE VISIT. After 30 minutes the consultation will be subject to \$25.00 per hour in consultant fees. Please visit our "starter Kit" section on our website www.bknyprinting.com.

(3C) Customers must supply more than ONE contact phone number. (3D) Customers with multiple partners must delegate one contact person to be accountable, and to approve all jobs. (3E) CUSTOMERS MUST SIGN AND AGREE TO TERMS AND CONDITIONS PRIOR TO ANY ORDER BEING PROCESSED.

4-ORDER FORM POLICY All customers must fill out an order form with each Design/PO#. The forms must have the following information filled out by the customer: **4A, 4B, 4C**

(4A)Account Customer Name/Business Name, General contact information (Full Name, Full Address, two active telephone numbers, and an Active Email Address) (4B)Garment detailed Information: Brand, Color, size scale and quantity are a must. (4C) Graphic Printing information is to include spec sheet and final artwork file. Please refer to Submit artwork tab on www.bknyprinting.com (4D)Provide clear due date and shipping information to solidify order.

5-PAYMENT First Time Customers are subject to pay in full prior to processing orders. To start the production process ALL JOBS require a deposit/payment: 50% DEPOSIT on orders with customer supplied goods for existing customers. All balances are due upon pick-up/delivery/shipment. 100% PAYMENT is required on orders with BKNY Printing supplied goods. BKNY Printing accepts cash, company check with credit approval, Paypal and credit card. We accept MASTERCARD, VISA, DISCOVER and AMERICAN EXPRESS.

Please note: There is a 3% surcharge for Paypal and Credit/Debit Card transactions and the order must be paid in full before at time of purchase/before processing job. ALL CUSTOMERS MUST COMPLETE A CREDIT CARD TERMS FORM AND PROVIDE VALID PHOTO I.D. FOR BKNY PRINTING TO HOLD ON FILE.

6-CANCELLATION POLICY Orders cancelled within 5 days of deposit are subject to a 15% surcharge fee of the total of the invoice and 10% re-stock fee on BKNY supplied goods. Orders cancelled after SPEC SHEET Pre-PRESS APPROVAL but prior to printing production are subject to a 25% surcharge fee of the total of the invoice and 15% re-stock fee on BKNY supplied goods. The return funds on the difference will take up to 30 business days from written cancellation and description of reason for cancellation request. NO REFUNDS on orders already printed according to the order form paperwork details.

7-CUSTOMERS SUPPLIED GOODS For Customer's supplying goods for multiple orders with multiple designs, all goods must be separated prior to entering BKNY Printing facilities. The orders must be separated according to the design, and ALL CUSTOMERS MUST LABEL THE PACKAGES AS FOLLOWS: 1. CUSTOMER NAME; 2. DESIGN NAME; 3. AMOUNT OF UNITS PER DESIGN. BKNY Printing is not responsible for customer's providing the incorrect quantity amounts when submitting goods to BKNY Printing. Customers supplying shirts for water base discharge inks must supply dischargeable dye shirts to work with water base discharge inks. BKNY Printing will not be responsible for damages for non dischargeable shirts/goods. **NOTE:** ALL SHIRTS/GOODS MUST BE SEPARATED BEFORE ENTERING SHOP PREMISES. CUSTOMERS ARE WELCOME TO SEPARATE GOODS ON OUR LOADING DOCK IF SPACE PERMITS. **NOTE:** IF BKNY HAS TO SEPARATE GOODS, THERE WILL BE A 3% SURCHARGE added to the Total of the job invoice TO HANDLE, SEPARATE AND COUNT YOUR GOODS ACCORDING TO DESIGN.

8-RESERVE RIGHTS TO DEFICIENCY-DAMAGE ALLOWANCE of 3% PER ORDER BKNY PRINTING reserves the right for up to 3% damage allowance per order/job number on customers supplied shirts. For example customer supplies 100 shirts we reserve protection of up to 3% (3 shirts damage allowance) BKNY printing will not be liable to replace nor reimburse the 3% (3 shirts damaged) back to customer.

9-ARTWORK Customers providing artwork must provide digital files in Photoshop, Illustrator, layered PDF or EPS format. Artwork can be supplied via CD, USB drive or e-mail to: info@bknyprinting.com this e-mail address is being protected from spambots. You need JavaScript enabled to view it. Art must be to size (actual print size dimensions and 300 dpi resolution) and all fonts converted to path. For more details, please click here "submit artwork" found on our main menu at www.bknyprinting.com.

10-ARTWORK CHARGES \$25.00 per half hour for simple type-setting, minor alterations and clean-up of scanned and/or digital; \$150.00 minimum for concept art and logo driven artwork. Note: Subject to change with complexity and time involved with artwork.

11-SCREEN SET-UP POLICY BKNY Printing does not sell screens. Screens will be filed for 90 days, unless specified by customer. All Screens are property of BKNY Printing. Screen set-up & printing prices are calculated by location. Front, back & sleeve print locations are separate printing prices.

12- TURNAROUND TIME POLICY Before each order is given a deadline the following guidelines must be adhered to:

(12A) FINAL ARTWORK DETAILS MUST BE IN-HOUSE with an approved spec sheet. Note: Any changes specified after spec sheet approval is subject to due date being set back. (12B) ALL GOODS MUST BE IN-HOUSE. Note: 1- Orders with partial goods in house will be placed on hold until all goods are delivered. 2- Customer supplied goods that need to be separated are subject to a 3% surcharge which will be applied to the invoice and must be paid at time of pick-up/delivery/shipment. (12C) PAYMENT ON ORDERS: Note: All jobs are subject to deposit and/or purchase order with signature & approval by credit dept. STANDARD TURNAROUND TIME FOR NON-PRIVATE LABEL NEW DESIGNS- Allow 5 to 7 business days to provide customer with BKNY spec sheet for pre-press approval. Once we have spec sheet approval from customer, and then we can start the production process no exceptions, unless customer provides BKNY SPEC SHEET completed properly when order is submitted. Turnaround time applies to non-private label jobs with simple printing and no other instructions added. PLEASE ALLOW: 5-7 BUSINESS DAYS from spec sheet approval for a SAMPLE PROOF/ STRIKE-OFF to be sent via email; 7-10 BUSINESS DAYS from spec sheet approval for PRODUCTION TIME. BKNY Printing reserves the right to reject customer supplied SPEC SHEETS that lack sufficient details. PRIVATE LABEL TURNAROUND TIME Private Label orders include any of the following: Novelty inks, re-labeling, poly-bagging, special instructions and/or water-base/dye discharge printing. Allow 5 to 7 business days to provide customer with BKNY spec sheet for pre-press approval. Once we have spec sheet approval from customer, and then we can start the production process no exceptions, unless customer provides BKNY SPEC SHEET completed properly when order is submitted. PLEASE ALLOW: 7-10 BUSINESS DAYS from spec sheet approval for a SAMPLE PROOF/ STRIKE-OFF to be sent via email; 14-21 BUSINESS DAYS from spec sheet approval for PRODUCTION TIME.

NOTE: All jobs are available for pick-up at end of day (5:00PM EST) on given deadline date unless otherwise notified/arranged by BKNY Production Department.

PLEASE BE ADVISED: DUE TO THE CUSTOM NATURE OF OUR COMPANY SERVICES, CERTAIN JOBS MAY EXCEED THE DEADLINE DATE IN ORDER TO MAINTAIN THE QUALITY OF THE JOB. HOWEVER, THERE ARE NO DISCOUNTS FOR JOBS EXCEEDING DEADLINE DUE DATES BECAUSE OF UNFORESEEN JOB DELAYS AND/OR LACK OF DETAILS PROVIDED BY CUSTOMER AND/OR LACK OF CUSTOMER COMMUNICATION DURING THE PRODUCTION PROCESS. IN THE EVENT THAT WE ARE NOT ABLE TO FULFILL YOUR ORDER DUE A NATURAL DISASTER, TERRORIST ATTACK, OR ANY OTHER CIRCUMSTANCES BEYOND OUR CONTROL, THERE ARE NO CASH REFUNDS ONLY CREDIT TO YOUR ACCOUNT.

13-RUSH/PRIORITY SERVICES FOR JOBS NEEDED WITHIN: 5 BUSINESS DAYS - ADD 30% TO INVOICE TOTAL; 3 BUSINESS DAYS - ADD 40% TO INVOICE TOTAL; NEXT DAY SERVICE ADD 60% TO INVOICE TOTAL. Some orders are not eligible for RUSH service due to the complexity of the artwork or quantity of the goods. Due to the custom nature of our company services, certain jobs may exceed the deadline date in order to maintain the quality of the job. However, there are no discounts for jobs exceeding deadline due dates because of unforeseen job delays and/or lack of details provided by customer and/or lack of customer communication during the production process.

14-RETURNS/REFUNDS POLICY It is the customer's responsibility to carefully review all invoices and spec sheets prior to approving them. Orders that are not in compliance with our sales order form contract after sample approval will be credited to your account. There are no cash or credit card/Paypal refunds; BKNY only offers refunds in the form of a credit to your account for future orders. BKNY Printing order credits are valid for one (1) year from date issued. Credits older than one (1) will be honored only if client can present a hardcopy of the invoice reflecting the credit. In the event that we are not able to fulfill your order due to a natural disaster, terrorist attack, or any other circumstances beyond our control, there are no refunds. Customers have 3-DAYS from receiving the order to make any claims of unsatisfactory or make claim to return the order for damages or any other claim to return order back to BKNY for Issues. BKNY Printing relinquish responsibility of damages.

15-SHIPPING (15A) Customers are solely responsible for goods being shipped to our facility. (15B) The price for shipping will depend on the number and weight of boxes, and will be billed accordingly to those specifications after the completion of printing. (15C) BKNY Printing is not responsible for late deliveries due to shipping company errors, weather delays or any other circumstances beyond our control.

16-MODIFICATIONS TO AGREEMENT BKNY Printing has the right to modify this agreement. Any modification is effective immediately upon either a posting on the BKNY PRINTING Home Page or upon notice by electronic mail, or U.S. mail. Any updates, revisions, supplements, modifications or amendments shall be effective immediately upon its posting on the site. By signing below you agree that you will be bound by this agreement, however and wherever it is updated, revised, supplemented, modified, or amended, whether you have actual or constructive notice of, and whether you have used or continue to use the SITE after, the updates, revisions, supplements, modifications or amendments have been implemented.

17-ENTIRE AGREEMENT This Agreement constitutes the entire understanding of the parties relating to the subject agreements and understandings, whether oral or written, relating to the subject matter thereof and supersedes all prior agreements between you and BKNY PRINTING failure to BKNY PRINTING to enforce any provision of this agreement shall not be construed as a waiver of any provision or right.

18-CONSENT TO JURISDICTION AND VENUE This Agreement is executed in the State of New York and is to be construed under and in accordance with the laws of the State of New York. In addition, both you and BKNY PRINTING consent to jurisdiction of the County or Circuit or Federal Courts located in Kings County, New York.

19-SEVERABILITY Should any of the provisions of this Agreement to be found to be in violation of applicable law, the remaining provisions shall be in full force and effect.

20-ATTORNEY'S FEES AND COSTS In any litigation, including breach, enforcement or interpretation, arising out of association with this Agreement, the prevailing party in such litigation shall be entitled to recover from the non-prevailing party reasonable attorney's fees, costs and expenses through any appeal.

21-DTG DISCLAIMER Please note for best DTG printing results shirts must be 100% cotton ring spun.

When printing DTG on Heather Grays or any other "Heather" colors will result to a low quality print. Dtg printing on mix blends such as polyester / spandex / rayon or any other materials other than 100 %COTTON will result in poor dtg PRINTING results. BKNY Printing will not be responsible for any damage printing garments that are due to non 100% cotton garments.

SIGNATURE

05.02.2017

CUSTOMER/ACCOUNT NAME

DATE



Application for an Exempt Organization Certificate

State and Local Sales and Use Tax

ST-119.2
(9/11)

Name of organization		Organization's telephone number ()	
Physical address (number and street)	City	State	ZIP code
Mailing address	City	State	ZIP code
Name and title of person to be contacted (see instructions)		Contact person's telephone number ()	
Email address of person to be contacted		Contact person's fax number ()	
Date formally organized	Date incorporated	Federal employer identification number	

Mark an **X** in the appropriate box to indicate the Tax Law section under which you are claiming exempt status.

1a ☐ **Section 1116(a)(4)** – Mark an **X** in the appropriate box to indicate the purpose for which you are claiming exempt status (see instructions).

- | | | |
|--------------------------------------|--|---|
| <input type="checkbox"/> Religious | <input type="checkbox"/> Testing for public safety | <input type="checkbox"/> Prevention of cruelty to children or animals |
| <input type="checkbox"/> Charitable | <input type="checkbox"/> Scientific | <input type="checkbox"/> Fostering national or international amateur sports competition |
| <input type="checkbox"/> Educational | <input type="checkbox"/> Literary | |

1b ☐ **Section 1116(a)(5)** – A post or organization organized in New York State of past or present members of the United States armed forces, or an auxiliary unit or society of, or a trust or foundation for, any such post or organization **organized in New York State** (see instructions).

What percentage of your members are past or present members of the United States armed forces? %
What percentage of your members are cadets or are spouses, widows, widowers, ancestors, or lineal descendants of past or present members of the United States armed forces or of cadets? %
What percentage of your members do not fall within either of the above categories? %

If the post or organization has received a federal ruling on its exemption claim, attach a copy of the federal determination letter confirming your Internal Revenue Code (IRC) section 501(c)(19) exemption.

1c ☐ **Section 1116(a)(7)** – A not-for-profit corporation acting as a health maintenance organization subject to the provisions of Public Health Law Article 44. You must attach a copy of the certificate of authority issued by the New York State Health Department.

1d ☐ **Section 1116(a)(8)** – A cooperative or foreign corporation doing business in this state pursuant to the Rural Electric Cooperative Law.

1e ☐ **Section 1116(a)(9)** – A credit union, as defined by New York State Banking Law section 2(9), where it is the purchaser, user, or consumer of services or property, or where it is a vendor of services or property of a kind not ordinarily sold by private persons (see instructions).

2 Are you currently registered for sales tax purposes with the Tax Department? Yes ☐ No ☐
If Yes, enter your sales tax *Certificate of Authority* number

If you answer Yes to questions 3 through 7, attach an explanation (see instructions).

3 Has any distribution of the organization's property ever been made to shareholders, members, or other individuals? Yes ☐ No ☐

4 Does any part of the net earnings of the organization go to the benefit of any private shareholder or individual? Yes ☐ No ☐

5 If you marked box 1a, has the organization ever attempted to influence legislation? Yes ☐ No ☐

- 6 If you marked box 1a, has the organization ever participated or intervened, directly or indirectly, in any political campaign or endorsed or opposed any candidate for public office? Yes ☐ No ☐
- 7 If you marked box 1a and the organization fosters national or international amateur sports competition, does it provide any facilities or equipment, either directly or indirectly, to anyone? Yes ☐ No ☐
- 8 Has the organization received an exemption from federal income tax under IRC section 501(c)(3)? Yes ☐ No ☐
(If Yes, you must attach a copy of the federal determination letter confirming your IRC section 501(c)(3) exemption.)
- 9 If you are a branch or chapter, has your parent organization received an exemption from federal income tax under IRC section 501(c)(3) that applies to subordinate branches or chapters (see instructions)? Yes ☐ No ☐
(If Yes, you must attach a copy of the federal determination letter confirming your IRC section 501(c)(3) exemption.)

10 Mark an **X** in the appropriate box to indicate your type of organization (see instructions).

- ☐ Corporation (attach a copy of articles of incorporation, including filing receipt, and bylaws and any amendments to either of them)
- ☐ Trust or foundation (attach a copy of Declaration of Trust and bylaws and any amendments to either of them)
- ☐ Limited liability company (LLC) (attach a copy of articles of organization and operating agreement and any amendments to either of them)
- ☐ Credit union (attach a copy of federal or New York State charter)
- ☐ Other (attach a copy of constitution and bylaws and any amendments to either of them)

11 Attach the following to this application (see instructions):

- **Statement of activities** fully describing all current and proposed activities.
- **Statement of receipts and expenditures** for your most recent fiscal year of operation, clearly reflecting the nature and amount of receipts and the purpose and amount of expenditures. (If you have been in existence less than a year, submit a statement of your receipts and expenditures to date, and a proposed budget for the rest of the year.)
- **Statement of assets and liabilities** as of the end of your most recent fiscal year. (If you have been in existence less than a year, your statement should be as of the date of this application).
- **Note: Do not attach** federal Form 1023, *Application for Recognition of Exemption*.
- **Note:** The Tax Department may require the applicant to submit additional documents and information.

Certification: I certify that the above statements are true, complete, and correct, and that no material information has been omitted. I make these statements with the knowledge that willfully providing false or fraudulent information with this document may constitute a felony or other crime under New York State Law, punishable by a substantial fine and possible jail sentence. I also understand that the Tax Department is authorized to investigate the validity of any information entered on this document.

Signature of officer or trustee	Date
Name and title of officer or trustee (please print)	
Email address of officer or trustee	



Resale Certificate

Name of seller BKNY PRINTING	Name of purchaser				
Street address 105 JAMAICA AVENUE	Street address				
City BROOKLYN	State NY	ZIP code 11207	City	State	ZIP code

Mark an **X** in the appropriate box: ☐ Single-use certificate ☐ Blanket certificate
Temporary vendors must issue a single-use certificate.

To the purchaser:

You may not use this certificate to purchase items or services that are not for resale. If you purchase tangible personal property or services for resale, but use or consume the tangible personal property or services yourself in New York State, you must report and pay the unpaid tax directly to New York State. Any misuse of this certificate will result in tax liabilities and substantial penalty and interest.

Purchaser information — *please type or print*

I am engaged in the business of _____ and principally sell _____
(Contractors may not use this certificate to purchase materials and supplies.)

Part 1 – To be completed by registered New York State sales tax vendors**I certify that I am:**

- ☐ a New York State vendor (including a hotel operator or a dues or admissions recipient), show vendor or entertainment vendor. My valid *Certificate of Authority* number is _____
- ☐ a New York State temporary vendor. My valid *Certificate of Authority* number is _____ and expires on _____

I am purchasing:

- ☒ **A.** Tangible personal property (other than motor fuel or diesel motor fuel)
- for resale in its present form or for resale as a physical component part of tangible personal property;
 - for use in performing taxable services where the property will become a physical component part of the property upon which the services will be performed, or the property will actually be transferred to the purchaser of the taxable service in conjunction with the performance of the service; or
- ☒ **B.** A service for resale, including the servicing of tangible personal property held for sale.

Part 2 – To be completed by non-New York State purchasers

I certify that I am not registered nor am I required to be registered as a New York State sales tax vendor. I am registered to collect sales tax or value added tax (VAT) in the following state/jurisdiction _____ and have been issued the following registration number _____ (If sales tax or VAT registration is not required and a registration number is not issued by your home jurisdiction, indicate the location of your business and write **not applicable** on the line requesting the registration number.)

I am purchasing:

- ☐ **C.** Tangible personal property (other than motor fuel or diesel motor fuel) for resale, and it is being delivered directly by the seller to my customer or to an unaffiliated fulfillment services provider in New York State.
- ☐ **D.** Tangible personal property for resale that will be resold from a business located outside New York State.

Certification: I certify that the above statements are true, complete, and correct, and that no material information has been omitted. I make these statements and issue this exemption certificate with the knowledge that this document provides evidence that state and local sales or use taxes do not apply to a transaction or transactions for which I tendered this document and that willfully issuing this document with the intent to evade any such tax may constitute a felony or other crime under New York State Law, punishable by a substantial fine and a possible jail sentence. I understand that this document is required to be filed with, and delivered to, the vendor as agent for the Tax Department for the purposes of Tax Law section 1838 and is deemed a document required to be filed with the Tax Department for the purpose of prosecution of offenses. I also understand that the Tax Department is authorized to investigate the validity of tax exclusions or exemptions claimed and the accuracy of any information entered on this document.

Type or print name and title of owner, partner, or authorized person of purchaser	
Signature of owner, partner, or authorized person of purchaser	Date prepared

Substantial penalties will result from misuse of this certificate.

