

## What is the 'cut-off time' each day?

The 'cut-off time' is 9AM - i.e. we need to receive files before 9AM to count the day of file receipt as the 1st day of our standard 5 day or fast delivery cycle, apart from 12 Hour which is 4pm on day before Dispatch.

If there are errors in the files we receive, or you wish to amend the files or design; this will effect the production period and may effect costs.