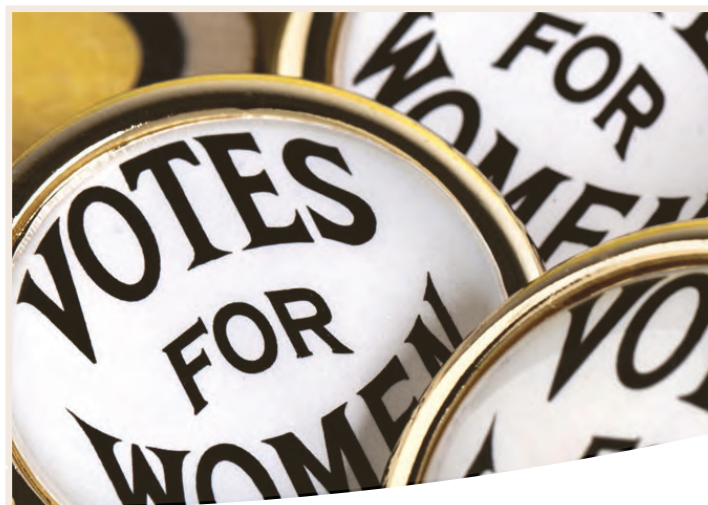
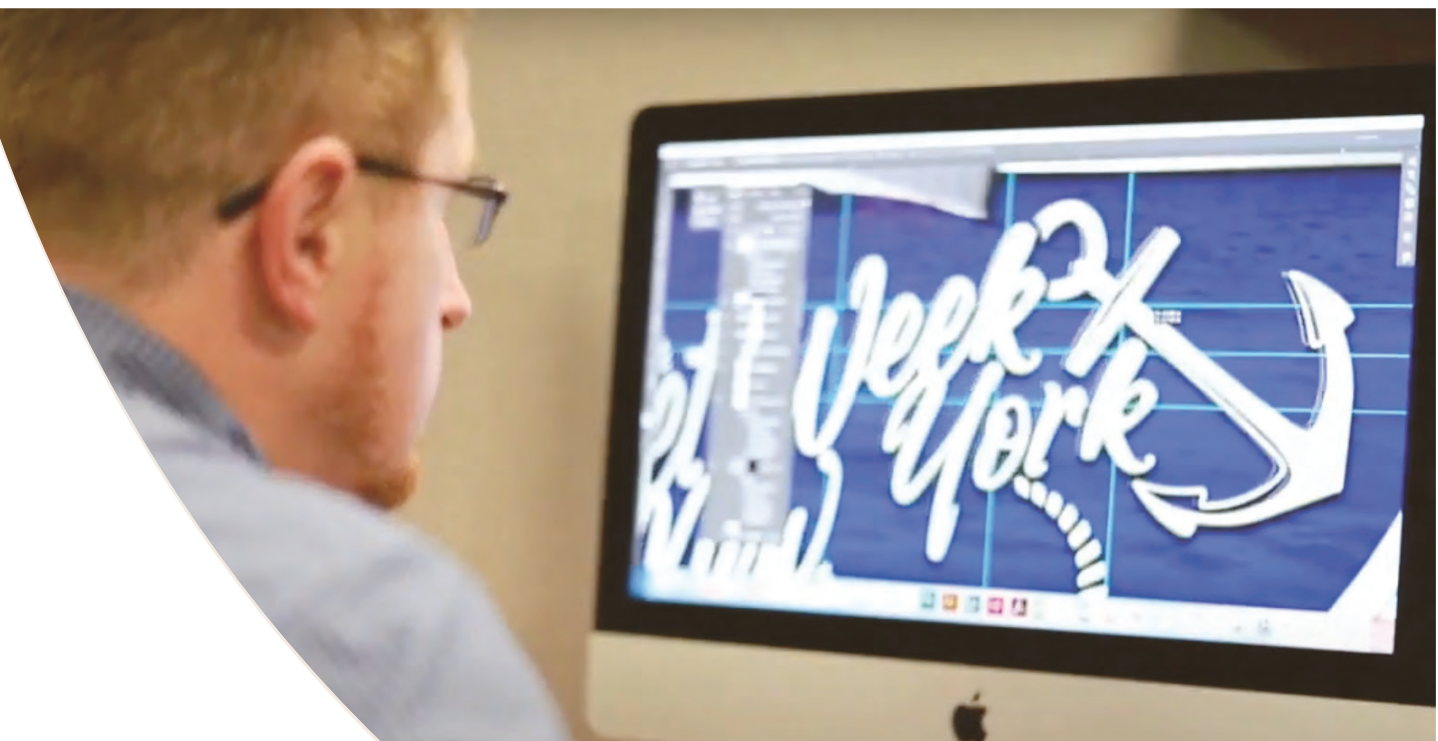


2024 LOOKBOOK









★ ★ ★

# *C. Forbes, Inc.*

## *Celebrates Our 25th Year*



In 1998, C. Forbes, Inc. was founded in the basement office of the Forbes family home in Richmond, Virginia. This humble beginning laid the foundation for the visionary dream of our founder, Chip Forbes. Chip's unwavering faith and his knack for connecting with people sparked a beautiful journey to provide specialty gifts, awards, and recognition products that would stand the test of time. From the very outset, Chip set the bar high, believing that excellence was not an option but a standard. It was this dedication to quality that laid the cornerstone of our company's legacy, one that has endured for a remarkable 25 years.



Through the years, C. Forbes, Inc. has evolved and grown, but our core values have remained steadfast. Dependability is the heartbeat of our operation, as our clients have come to rely on us as a trusted partner in their most important commemorative moments. We've cultivated a team of artisans and experts who consistently push the boundaries of creativity, turning ideas into tangible works of art. We understand that everyone's story is unique, and we take delight in sharing the value of our customer's accomplishments.



Today, as we celebrate our 25th year in business, C. Forbes, Inc. continues to serve our nation's most important people, places, and occasions with the same enthusiasm and passion that fueled our founder's vision all those years ago. As we look to the future, we invite you to join us on this extraordinary journey, where your vision and requirements are transformed into reality, and where every piece we create is timeless, reflecting the spirit synonymous with the C. Forbes name.

C. Forbes, Inc. is a Woman-Owned Small Business.

Welcome to our 2024 Lookbook. We’re glad you’ve made it here. Delivering the right gift can help to capture your special moment in an unforgettable way, making your appreciation a more tangible form of thanksgiving to those who deserve it most. Let this catalog be a guide for your eye, a tool to help you find your touch, and a resource to better understand all that C. Forbes, Inc. can offer.

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- ★ ART / PROJECT PROCESS
- ★ GENERAL INFORMATION

Looking for something else? Let our team know what you’re looking for so we can help bring your concepts to life.



804.784.7300

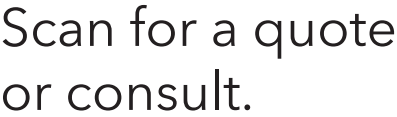


info@cforbesinc.com











# MEDALLICS

## *Challenge Coins / Pins / Medallions*

C. Forbes produces indelible medallic designs of all shapes and sizes. We offer our clients a wide selection of high-quality medallic products that celebrate achievement and commemorate special honors. Our process prioritizes the details, using only the finest materials and the most advanced crafting techniques, never neglecting the hand touched finish. Whether you're looking for a timeless lapel pin, a prestigious challenge coin, or a commemorative medallion, our firm can deliver.

Each project starts with a thorough art consultation to enable us to answer your questions and prepare your design for successful execution.

Whether you bring your designs or use our world-class design services, artwork, product mock-ups, and revisions are always complementary.

Order minimums vary and usually have a 8 to 10 week lead time.







Scan for a quote  
or consult.

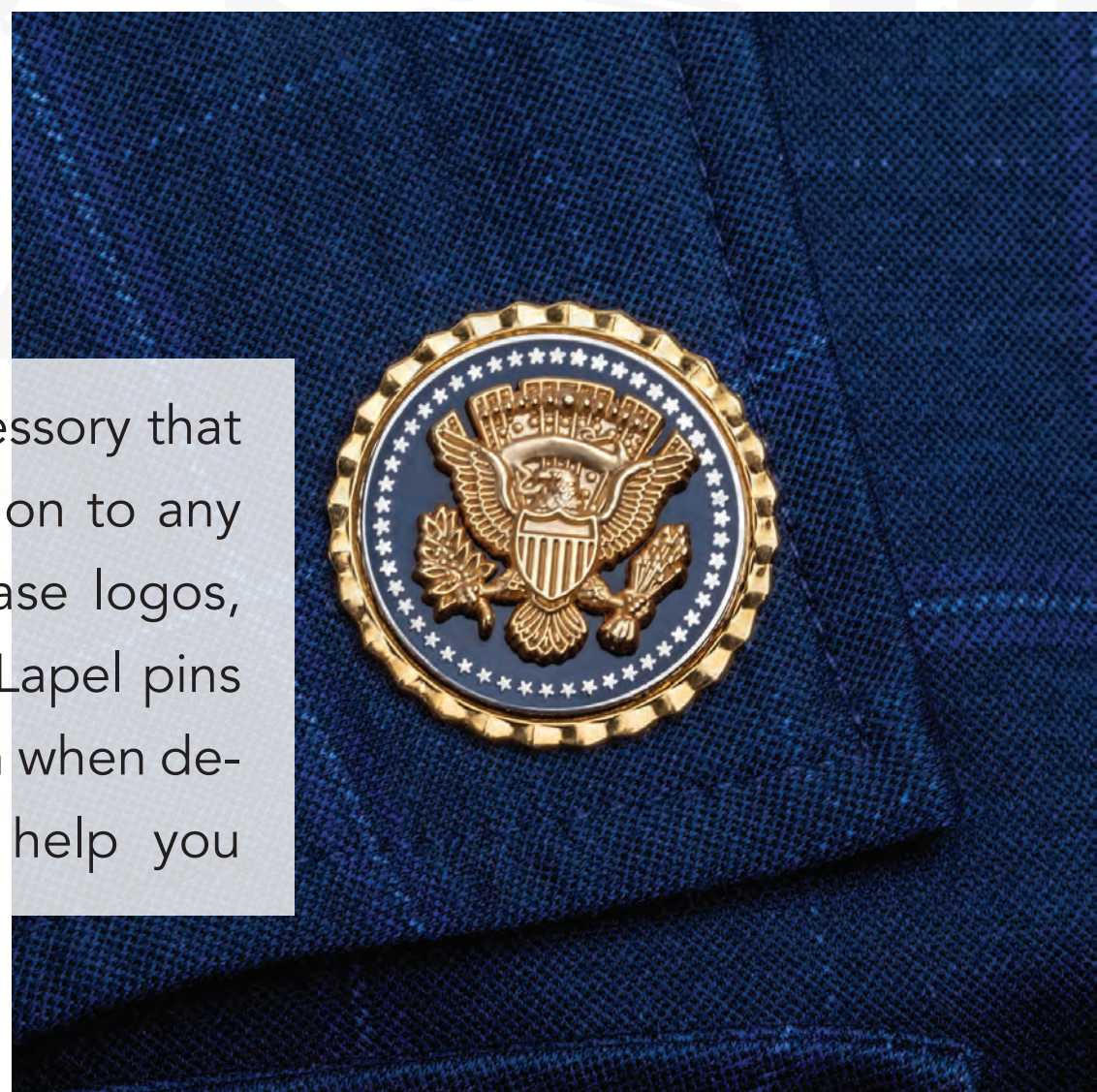


## CHALLENGE COINS / MEDALLIONS

We deliver made-to-order, high-quality coins and medallions in various sizes and finishes. We offer both import and USA-made options to meet your budget preferences and your event timelines. Whether you're looking to honor your team, commemorate a special event, or recognize a milestone achievement, our customized challenge coins and medallions are the perfect choice.

## LAPEL PINS

Custom lapel pins are a timeless and versatile accessory that can add a touch of style, status, and personalization to any outfit. Pins are popular for their ability to showcase logos, messages, or designs in a small and visible form. Lapel pins tastefully symbolize rank, achievement, or affiliation when designed with purpose. Our art department will help you achieve your design requirements.







## CUFF LINKS

Custom cuff links are a stylish and elegant way to personalize your formal attire. Cuff links can be customized with your own unique design, insignia, or initials, making them a perfect gentleman's gift for any occasion. Cuff links have been used for centuries as a symbol of status and success, and they remain a popular accessory to this day.







S



Scan for a quote  
or consult.



CROSS  
EST 1846 USA



Sharpie®

Garland  
A Pen Company of America Brand

SHEAFFER  
EST. 1913

KinkerPress  
INCORPORATED

ROCKETBOOK





# TATIONERY

*Journals / Portfolios / Writing Instruments*

## WRITING INSTRUMENTS

Whether you're jotting ideas for your upcoming project or signing history-shaping documents, the writing instrument you use impacts the moment and can guide you to your best work. From everyday use to premium gifts for any occasion, we'll help you select the right jotter for the job. Gift boxing is included with most premium instruments, and custom designs are always an option.

Imported and Made in U.S.A. options.

Ballpoint, roller ball, gel, and mechanical pencil sets are available.

### Ask about Custom Specialties:

- Letterhead, note cards
- Certificates, water-marks
- Die cutting, debossing
- Foil stamping
- Letterpress imprinting



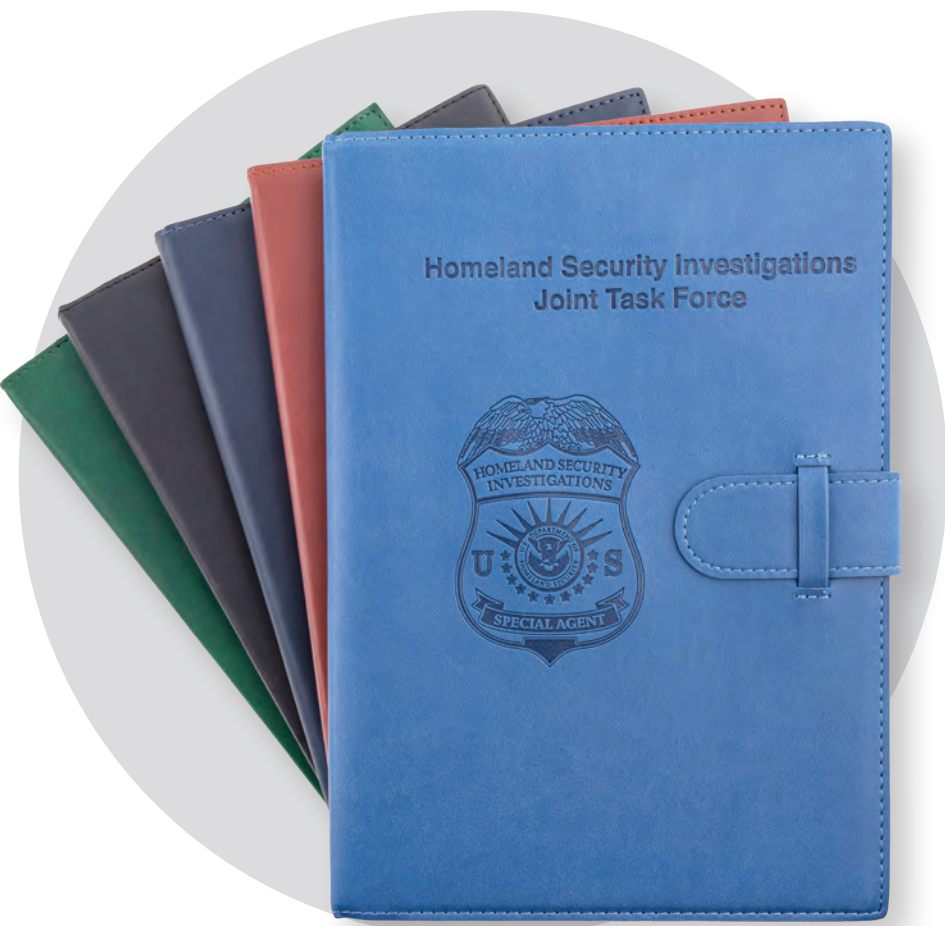


## JOURNALS

Journals offer multiple uses in a handy little package. With hundreds of styles and options to choose from, our firm offers the perfect solution for your journal gifting needs. Our offerings vary by size, color, binding, page count, page style, imprint options, and features like ribbons and pen loops, so let us know exactly what you're looking for and we'll help source the best.

Various sizes, colors, and styles available, from budget to eco-friendly options, to leather, to our premium USA made options.

Imprint: Deboss, Laser, Foil, Full Color, Screen



## LEATHER

Leather Portfolios are a staple in business. Leather signifies class and success, and is naturally attractive to the human eye. In terms of your appearance, leather has a positive psychological impact on those around you. It signals that you're serious about your career, organized, and prepared for the task at hand (faux leather available).



# STRONG LEATHER

GLOUCESTER, MASSACHUSETTS



## Imprint Styles



[SEE MORE](#)

BROWSE FULL  
STRONG LINE

## Since 1932, Strong Leather Co. has provided...

hand-crafted leather products, making them the indisputable leader in the leather goods industry. As a fourth-generation family-owned company, Strong takes great pride in the day-to-day, hands-on operation to see that only the highest quality products are provided to our customers. You have only one chance to make a first impression – make it a Strong one.

- PORTFOLIOS
- PLACE MATS
- DESK PADS
- BOARDROOM SETS
- TABLET SLEEVES
- ZIP PAD FOLIOS
- RING BINDERS
- CERTIFICATE HOLDERS
- PRESENTATION FOLDERS
- WALLETS, BAGS, ETC.



# EXECUTIVE

## *Desk Accessories*

Whether you're a seasoned professional or just starting out, our executive collection has something for everyone. We offer a range of practical and stylish items designed to enhance any office space. From elegant paperweights to functional pencil cups, our collection has everything you need to keep your workflow organized and looking its best. Choose from a variety of materials and designs to suit your individual tastes and needs. We offer brands and products made with durability and style in mind, ensuring they'll last through long days at the office and be enjoyed for years.

- Paperweights
- Pencil Cups
- Coasters
- Clocks
- Tech
- Placemats
- Storage
- Organization
- Mouse Pads
- Stone
- Crystal
- Leather
- Pewter / Silver





*& Decor*



Scan for a quote  
or consult.



CHELSEA CLOCK

SALISBURY

SEIKO



FranklinCovey™



LEEMAN HARRISON



STERLING  
CUT GLASS





## CRYSTAL

Customized crystal desk implements are as attractive as they are practical. From paperweights to clocks to business card holders, crystal makes a timeless statement of clarity and resilience. Popular decorating methods include laser etching and plate engraving.

- Laser engraved accessories, gifts, and awards
- Free spec samples
- Gift boxing available
- Engraved in the U.S.A.



IMPORTED  
OPTIONS  
AVAILABLE

## LEATHER

Leather is classic and still popular for a reason - its durability and prestige is unmatched. From placemats to mouse pads to coasters and catchalls, our leather options deliver a quality look and feel. Logo clarity can always be met through debossing or foil stamping methods. Import and domestic options are available.

- Minimums may apply
- Colors vary by maker / product
- Shipping is additional
- Gift boxing available
- Made in the U.S.A. options







## PEWTER / SILVER

Metal crafting goes back centuries in the housewares of old. Each piece is cast and finished with perfection, making them highly giftable and collectible. From traditional to modern designs, pewter and silver pieces often become heirlooms that are passed on to our successors.

- Minimums may apply
- Lead time: 5-7 working days
- Personalized engraving included
- Gift boxing is available
- Made in the U.S.A.



## BRAND PARTNER | **CHELSEA CLOCK COMPANY** CHELSEA, MASSACHUSETTS



Founded in 1897, Chelsea Clock Company is one of the oldest and largest clock manufacturers in the United States.



# SERVICE AWARDS & Recognition

## Our Specialty: Custom Shadow Boxes

As a designer of premium custom awards, we're most known for our deliveries in complex framings and custom shadow boxes, but our formats are almost endless. From 3D bronze castings to laser-etched crystal options to one-of-a-kind upcycled projects - our firm is ready to deliver an award worthy of holding on to.





# RDS



Scan for a quote or consult.





3D + MEDALLIC

3D and medallic awards hold a unique charm, as they combine artistic craftsmanship and technical precision to create tangible representations of achievement. Three-dimensional pieces bring a sense of depth and realism to the award, making them stand out among traditional plaques or frames. Past projects have even incorporated repurposed materials that bare a connection to the occasion. Give our creative team a call and let’s collaborate on what we can craft for you.



SOLID WOOD PLAQUES

Traditional plaque awards have stood the test of time as a classic and esteemed standard of recognition. We offer a diverse range of plaque sizes and customizable features, allowing us to cater to the unique preferences and needs of our clients. Our plaques are meticulously crafted in the USA using locally sourced hardwoods and arrive to your occasion ready to present and display for a lifetime. Call or email our customer service team and we’ll do our best to help you pick the right plaque for the occasion.



TROPHIES

C. Forbes specializes in sourcing custom trophies of myriad sizes, materials, and styles, ensuring that each award we deliver reflects the individuality and significance of the occasion. From off-the-shelf solutions personalized for recipient counts in the hundreds, to one-of-a-kind designs for that special once-in-a-lifetime honor, let our team assist you in embodying that success.





# FRAME WAREHOUSE

Charlotte, North Carolina



Scan for a quote  
or consult.



## Craftsmanship | Detail | Quality

C. Forbes has trusted the framing specialists at Frame Warehouse for their expertise for many years. This long partnership has helped us to deliver thousands of clean and artfully crafted shadow boxes to those who we know have cherished them. Whether it's an award shadow box or a custom framing project - our collaboration with the pros at Frame Warehouse always creates lasting impressions in your halls and installations. For more beautiful examples of past work, please visit the gallery pages of our website.

Explore: [www.cforbesinc.com/gallery](http://www.cforbesinc.com/gallery)



D



**CAMELBAK®**





# RINKWARE

*Stainless / Ceramic / Glass / Crystal*

We offer a wide variety of custom stainless, ceramic, glass, and crystal drinkware, including many Made in the U.S.A. options. Styles include tumblers, mugs, steins, growlers, bottles, glasses, decanters, and more.

Decoration methods include laser etching, deep etching, and even full-color wrapped options. Colors and options vary by product.

Gift sets and kitting are available.





## BRAND PARTNER | SUNSET HILL STONEWARE

*Fox Crossing, Wisconsin*



See available colors  
and glazes.

Since 1998, Sunset Hill has created handmade pottery. They use carefully sourced clay, beautiful glazes and custom medallions. Each piece is unique and completely handmade for your order. Sunset Hill is redefining the pottery industry by placing employee safety and long-term health at the forefront of daily operations, while handcrafting a product we truly love.





Scan for a quote  
or consult.



There is no more useful and eco-friendly gift than that of a drinkware vessel. Our high-quality and durable offerings can be reused thousands of times, conserving resources and saving the planet from heaps of single-use debris. Quality drinkware also promotes healthful levels of hydration, making fresh water ultra-portable and accessible. We even provide quality water vessels for the hard-working K9s of the field.

- Wide Range of Name Brands
- Eco-Friendly
- Full Color Imprinting
- Laser Engraving
- Fast Lead Times
- Made In The U.S.A. Options
- Gift Kitting Available

ASK ABOUT COOLERS! AVAILABLE IN  
SOFT AND MOLDED STYLES.





# APPAREL +

*Caps / Jackets / Polos / Backpacks*

Here you'll find a multitude of stylish and functional products to enhance your wardrobe and make your daily commute easier. Our Apparel + Bags offerings feature everything from trendy caps and comfortable jackets to professional polos and spacious backpacks. Whether you're dressing up for work or gearing up for a day of duty in the field, we've got you covered with our high-quality and versatile selection of apparel and bags. Our trusted brand partners offer the best in durability and comfort, ensuring that you look and feel your best no matter where your day takes you.





# BAGS



Scan for a quote  
or consult.

lie Bauer

  
*Brooks Brothers*  
THE ORIGINAL AMERICAN BRAND

 **Champion**

**FOSSIL**  
EST. USA

 **vertx**

**ENGER**

carhartt 

 **COSTA**

  
*Tommy Bahama*

 **GIGIO**

*Ray-Ban*

 **RICHARDSON**

 **STORMTECH**

**THULE**  
SWEDEN







HATS

We offer a wide selection of premium headwear that can be personalized with your insignia or logo. Our collections are designed to be both stylish and comfortable. Whether you're looking for a promotional item for your business or a dedicated look for your team, our customized hats are a great choice. Decorating options vary by style and include embroidered and heat transfer patches.



JACKETS

A company and field duty staple, we offer a wide selection of high-quality jackets from top brands like Stormtech, Columbia, Eddie Bauer, and Carhartt, that can be personalized with your insignia or logo. We offer proven outerwear essentials that are both functional and stylish. For a personalized, professional touch, customized jackets make for a great team gifting option.



BAGS

Gear bags and backpacks are a work-life essential. We offer a wide selection of dependable bags and backpacks from top brands like Stormtech, Wenger, and Victorinox, that can be personalized with embroidery or patch insignia.







[▶ WATCH VIDEO](#)



[SEE ALL CARHARTT](#)

## ABOUT CARHARTT

We exist to serve and protect hardworking people. Carhartt is much more than a maker of workwear. We're a family. Founded by Hamilton Carhartt in 1889-proudly owned and operated by the same bloodline ever since. We honor the shared values of hard work: dependability, honesty, and trust. We are committed to supporting organizations that ensure this generation partners with the next to build an even better future. We believe our actions must always speak louder than our words, because we are worn by the hardest-working people of them all.

Headquartered in Dearborn, Michigan, Carhartt employs more than 5,500 associates worldwide.





30 ★ ★ ★

KA-I

LEATHER

zip



# GEAR + TECH

*Knives / Flashlights / Gadgets / EDC*



IMPORTED  
OPTIONS  
AVAILABLE



The right Gear + Tech can be difficult to source, but after years of hands-on quality control experience, we know exactly where to lead customers who may need assistance. Whether you're gearing up for patrol on the border or simply procuring tools for your unit, we've got you covered with our range of high-quality gear and gadgets. From knives and flashlights to coolers and other must-have duty essentials, our trusted brands offer products that are designed to last, so you can rely on them to help you tackle the challenge ahead.

*C. Forbes is proud to honor  
and support those who  
serve and protect.*



Scan for a quote  
or consult.

BAR®

COSTA

the RIDGE

VICTORINOX

FOSSIL  
EST. USA

ARMAN®

LUMINOX  
SWISS MADE

NEBO®

BUCK  
KNIVES

Ray-Ban

po

GERBER

MAG-LITE®

TRUE®

solos stove



## BRAND PARTNER | KA-BAR®

Many know the KA-BAR name from their high quality military, hunting, sporting, all-purpose utility, and outdoor survival knives. KA-Bar offers hundreds of quality cutlery products and accessories across the world. They've been making knives since 1898 and each knife undergoes a unique manufacturing process and testing to ensure corrosion resistance, strength, edge holding ability, and an out-of-the-box razor sharp edge.



FULL KA-BAR LINE







FULL MAGLITE LINE

## BRAND PARTNER | MAGLITE®

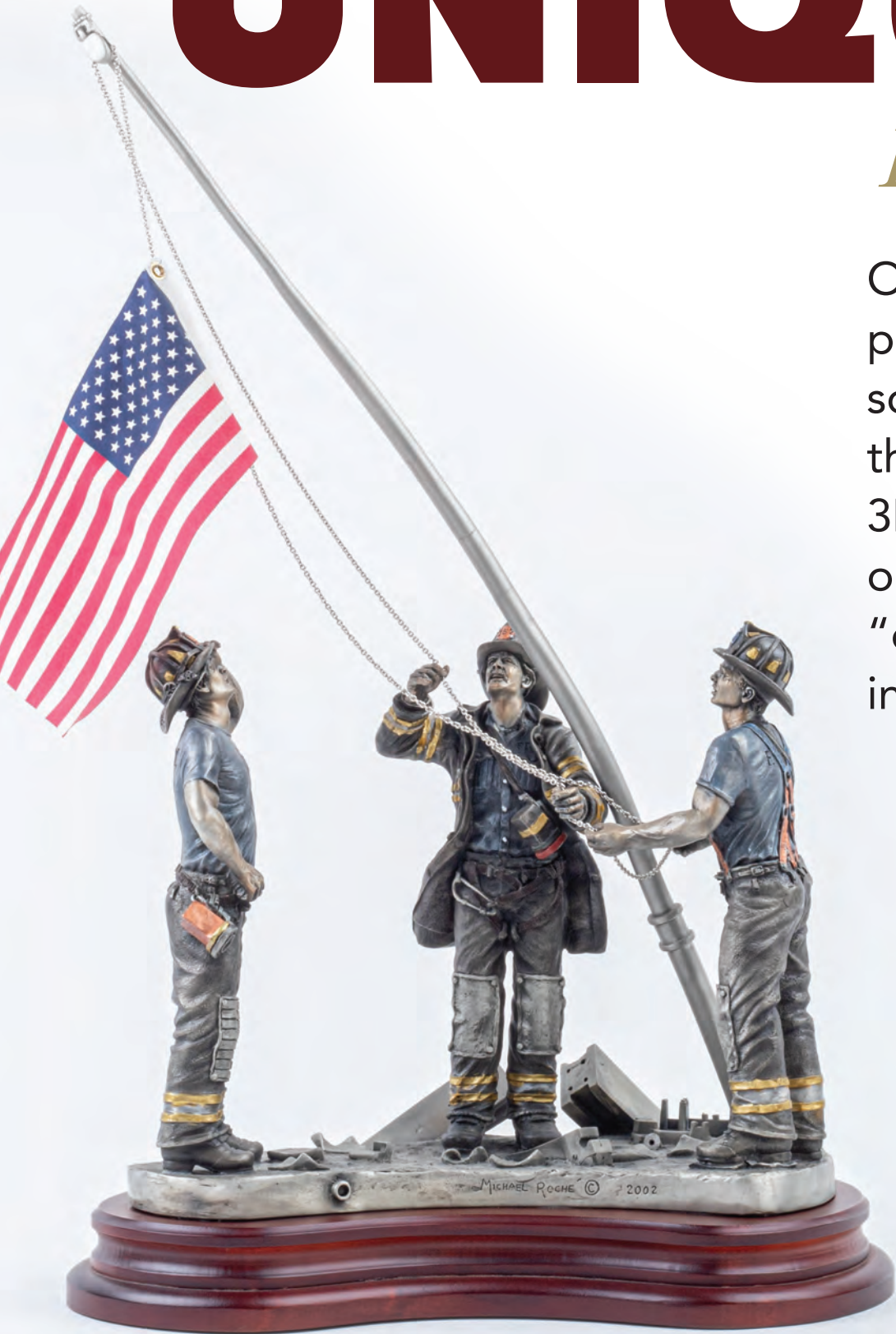
"Built in America" since 1955, Maglite is headquartered in Ontario, California. Maglite has several hundred employees and occupies over 700,000 square feet of space, including its factory, offices, and primary distribution center. With a storied legacy of quality and free enterprise, MAG is our go-to when it comes to flashlight needs. This great American brand perfectly embodies what we seek out and rely on in Gear and Technology suppliers.



# UNIQUE GIFTS

*Bespoke / One-of-a-kind / Programs*

One-of-a-kind creations is our specialty. We have the proven resources to bring unique ideas and creative gift solutions to life. Let us assist in fulfilling your needs in the most creative of ways. From complex framings to 3D sculpted bronze to repurposed materials your options are almost endless - we welcome all your "out-there" ideas and look forward to virtual or in-person consultations.









## Case Story | 9/11 United In Memory

The terrorist attacks on 9/11/01 stained the fabric of freedom forever. However, in the days that followed Americans united in memory and displayed a resolve our nation had not seen since the days of WW2. Our firm was there to help commemorate this solemn occasion, first with the Pentagon's United in Memory campaign, and then with New York's 9/11 Memorial and Museum. We've assisted in providing indelible designs in the form of commemorative coins, pins, and other keepsakes - all while helping to fund the important work of moving forward, yet never forgetting.



▶ WATCH VIDEO



## Case Story | Women's Suffrage National Monument (2027)

Our relationship with the Women's Suffrage National Monument Foundation began with its predecessor, The Women's Suffrage Centennial Commission - a 100th anniversary celebration of the ratification of the 19th Amendment to the U.S. Constitution which established that a woman's vote "shall not be denied."

We continue to move forward in the celebration of women's right to vote by supporting the active e-commerce Gift Shop: [www.WomensMonument.shop](http://www.WomensMonument.shop)







## Case Story | WW1 National Monument

Our firm has helped to support the fundraising efforts for the WWI National Monument in Washington DC through all its stages of growth. What began as custom keepsakes and donor gifts for the World War One Centennial Commission transitioned into the same for the Doughboy Foundation with goods that educate and inspire. If you haven't already, take time to visit this beautiful installation at the site of the old Pershing Park across from the Willard. Rain or shine, taps is performed live and daily in memory of those who served in the Great War.

Visit [www.doughboy.shop](http://www.doughboy.shop)

 **WATCH VIDEO**

## Case Story | MC-LEF AWARDS

Based in NY, NY, The Marine Corps Law Enforcement Foundation is dedicated to honoring the ultimate sacrifice of those who served in the Marine Corps and federal law enforcement agencies by helping to secure the educational future of their children all over the country.

Since its inception in 1995, MC-LEF has provided \$75+ million in scholarships for undergraduate and postgraduate education, as well as other forms of support. Our founder, Chip Forbes began supporting MC-LEF over 20 years ago. Since then, we have continued to provide uniquely crafted bronze trophies, medals, and coins for the Annual Award Gala that is held every Spring.



Learn more about MC-LEF and its mission by visiting [www.mc-lef.org](http://www.mc-lef.org)





Scan for a quote  
or consult.

CLIE

9/11 Memorial and Museum  
AEIGIS Sciences Corp  
Air Force Protocol Pentagon  
All Volunteer Force - 30th Anniversary  
American Association of State Highway &  
Transportation Officials  
American Battle Monuments Commission  
American Chemical Society  
American Institute of Architects  
American Petroleum Institute  
America's Favorite Flies  
AMTRAK Office of Inspector General  
Architect Arlington National Cemetery  
Army, Office of the Chief of Staff  
Army Legislative Liaison  
Army Protocol Office  
Army Public Affairs

Cleveland Browns  
Coastal Federal Credit Union  
Commandant of USMC - Protocol  
COPA America  
County of Fairfax  
CSX Corporation  
Def. Advanced Res. Proj. Agency  
Defense Attache' Office  
Defense Intelligence Agency  
Defense Logistics  
Defense Security Coop. Agency  
DHS Employee Association  
Dover Air Force Base  
Drug Enforcement Administration  
Eastern National  
EEOC

Goochland County Fire-Rescue  
Goochland High School  
Guest Services  
Hampden - Sydney College  
Hatchet Racing  
Heckler & Koch Corporation  
Holocaust Museum  
Honeywell  
Housing and Urban Development  
Houston Texans  
Intrepid Museum Foundation  
James Madison University  
Jamestown - Yorktown Foundation  
JFK Presidential Library Museum  
John Deere  
Johns Hopkins - Office of Security



Army Recreation Services  
Army Reserve  
Association of the United States Army  
Asst. Sec. Def. - Health Affairs  
Barclay InterContinental Hotel  
Bennett Place Historic Site  
Beretta USA Corporation  
Blue Angels  
Boeing North American Services  
Bureau of Alcohol, Tobacco and Firearms  
Cabin John Park Fire Department  
California Governor's Office  
Cape Fear Museum  
Catholic Charities Diocese  
Chief of Naval Operations  
City of Newport News

FBI National Academy  
FEC Railway  
Federal Aviation Administration  
Federal Bureau of Investigation  
FEMA  
Folger Shakespeare Library  
Fort Custer  
Fort Devens  
Franklin Square & Munson Fire District  
G8 Summit  
Geico Military Marketing  
General Services Administration  
George Bush Presidential Library Museum Store  
George Washington University  
Georgia Ports Authority  
Goochland County Sheriff's Office

Joint Chiefs of Staff  
L3 PAC  
Lanier Shooting Sports  
Lockheed Martin  
Marine Corps Law Enforcement Foundation  
Marine Corps University  
Missile Defense Agency  
Missouri History Museum Shop  
Missouri Military Academy  
Montgomery Police Department  
NASA  
NASA Langley Research Center  
National Aeronautic Association  
National Geospatial Agency  
National Institutes of Health  
National Park Service  
NYC Office of Emergency Management



# ENTS

New York Police Department – Intel Division  
NEXCOM  
NOAA  
Norfolk Festivals  
Norfolk Naval Shipyard  
North Carolina State University  
Northrop Grumman Corporation  
Office of Naval Intelligence  
OSD – Public Affairs  
Penn State University  
Pope Air Force Base  
Presidential Travel Support Staff  
QVC, Inc.  
Raytheon  
Remington Arms Company  
SAS Institute

The Plaza – New York City  
The Willard InterContinental  
Transportation & Security Administration  
U.S. Attorney’s Office  
U.S. Capitol Historical Society  
U.S. Central Command  
U.S. Coast Guard  
U.S. Customs and Border Protection  
U.S. Department of Agriculture  
U.S. Department of Commerce  
U.S. Department of Education – Protocol  
U.S. Department of Energy – Protocol  
U.S. Department of Homeland Security  
U.S. Department of Justice  
U.S. Department of Labor – Protocol  
U.S. Department of State – Protocol

U.S. Secret Service – VPPD  
U.S. Senate Gift Shop  
U.S. Senate Sergeant at Arms  
U.S. SOUTHCOM  
U.S. Supreme Court  
UNISYS Homeland & Critical Infrastructure  
United Service Organizations (USO)  
United War Veterans Council (NYC)  
University of Maryland  
University of North Carolina  
University of Richmond  
U.S.A.F. Warfare Center Protocol  
USMC – Commandant’s Protocol Office  
Veterans Affairs  
Vice President’s Office  
Vice President’s Residence  
Virginia Commonwealth University



Secretary of Defense – Protocol  
Secretary of the Air Force  
Secretary of the Navy  
Shaw Air Force Base  
SIG Sauer  
Smithsonian Institution  
Solomon R. Guggenheim Museum  
Space & Missile Defense Com.  
Taser International  
Texas Governor’s Mansion  
The Chertoff Group, LLC  
The Dreyfus Foundation  
The Greenbrier  
The National Museum of African American  
History and Culture  
The New World Church of Christ  
The Pershing Project, LLC

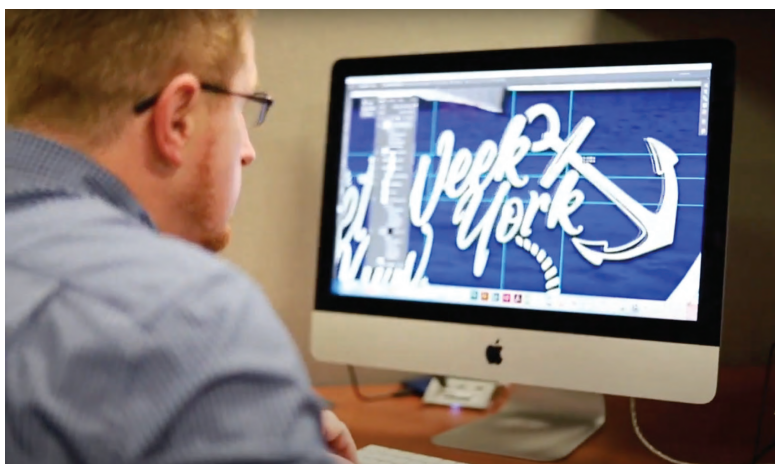
U.S. Department of Transportation  
U.S. Department of Treasury  
U.S. Embassy Abu Dhabi  
U.S. House Gift Shop  
U.S. House of Representatives  
U.S. Immigration and Customs  
U.S. Institute of Peace  
U.S. Marshals Service  
U.S. Military Academy  
U.S. Naval Observatory  
U.S. Patent & Trademark Office  
U.S. Postal Service  
U.S. Secret Service – Bush Protective Division  
U.S. Secret Service Counter Assault  
U.S. Secret Service – Field Offices  
U.S. Secret Service – NPC  
U.S. Secret Service – PPD

Virginia Governor’s Office  
Virginia Museum of Arts  
Virginia War Memorial  
Washington State Patrol  
Washington State Patrol Aviation  
Women’s Suffrage Centennial Commission  
White House Airlift Operations  
White House Fellows  
White House Medical Office  
White House Mess  
White House Military Office  
White House Press Office  
Wood Brothers Racing  
World War One Centennial Commission  
WWII Memorial American Battle Monuments  
16th Infantry Regiment



# OUR PROCESS

1. Initial Consult - We start with your requirements. Whether you're just exploring options or have fixed specifications, our team of consultants will guide you through every step of the discovery, qualification, and selection process. Artwork can start with as little as your initial ideas or sketches and will develop from there.
2. Once we have an initial concept design, we will render a price and timeline\* quote. Our initial consultation is always free and is designed to get things rolling on the right track.
3. Quote Approval - Once approved, your project moves into preproduction. We'll render an invoice according to the terms set forth in your quote.
4. Art Approval - Together we'll look everything over - every element, every detail. Once you're 100% satisfied, we move into production. It is common that we'll see a few small revisions during the artwork process, up to 5 included.
5. Production - Final art approval begins the production timeline. A complementary preproduction deliverable is often included in this process - just to ensure everything is perfect. This can range from digital renderings to physical samples.
6. Delivery - Items are shipped to you, your event, or your recipients worldwide. We'll make sure everything arrives on time and on budget.





# GENERAL INFORMATION

## ORDER MINIMUMS

Minimums vary widely by product. Ask about minimums during your initial consultation or quote request.

## TOTAL COST

Cost varies by project. We start with your requirements. Whether you're just exploring options or have rigid specifications, our consultants will guide you through every step of the discovery, qualification, and selection process, ensuring your budgetary expectations can be met. Once we have an initial concept design and timeline that meets all of your needs, we will render a quote. Product sourcing, complexity, and materials most affect your unit cost. Off-the-shelf solutions are more economical. Freight charges apply and are estimated by weight and ship-to location. Our initial consultation is always free of charge to you and is designed to get things rolling on the right track. Our trusted services include complementary art setup, design, and project management from start to finish.

## TERMS / PAYMENT

Net 30 days with approved credit. Check, Wire Transfers, MasterCard, Visa, Amex or Discover cards are accepted.

## LEAD TIME

Lead times are project-specific and vary depending on your needs. The following timeline parameters are most common and universally apply. New orders for Custom Awards, Gifts, and Medallion Products take 6-10 weeks to deliver. Decorated soft and hard goods take 2-4 weeks to deliver. Minimums vary by product. Repeat orders may be delivered in about half the time.

## ARTWORK/PROOFS

See Art/Project Process for general guidance. Email art files to your project consultant. Proofs will come from the same. Acceptable formats are .AI, .PSD, High Resolution .JPG, .PDF. Vector files are best. All fonts should be converted and saved to outlines. We prefer the art to be actual size, not exceeding 20MB file size. For exact duplication and replication, please provide an existing sample or photo if possible. \*Art charges may be incurred if revisions exceed five (5). Additional die charges may be incurred if revised after the initial die is made.

## PACKAGING

Ask about our customized presentation, gift boxing, and kitting options.

## OVER / UNDER RUNS

Some bulk hard/soft goods are subject to up to a 5% over or under run. Every effort will be made to ship exact quantities. Any discrepancies will be advised before delivery.

## CANCELLATION / RETURNS

All orders are considered firm and cannot be canceled or returned except when mutually agreed. All cancellations must be in writing and confirmed received by C. Forbes, Inc. before production begins. If for any reason you are not happy with our products and services, we'll do our best to make it right.

## LIABILITY

All orders are subject to approval and are not binding until accepted by C. Forbes, Inc. C. Forbes, Inc, its consultants, and partners reserve the right not to accept an order at any time. C. Forbes, Inc. can not be held liable for delays due to third-party shippers, material shortages, customs, or Acts of God. Any claim for repair, replacement, or refund must be presented in writing within thirty (30) days of shipment.

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