

# **Specials Process**

For over 21 years, SpecialMade Goods & Services, Inc. has been creating customized product solutions leveraging Rubbermaid Commercial Products and our creative core competencies. Creative solutions are part of our company DNA. We are here to be your guide and consultant to make the process to satisfy your customer's unique Specials requests as easy and timely as possible.

#### SpecialMade's Capabilities Include:

- "Product Decorating" using a variety of imprinting technologies. Examples include putting logos, custom messages or other art directly on the product. The appropriate process, including screen printing, hot stamping, vinyl graphics, or transfer printing, will be identified once the customer's needs and art requests are fully understood.
- "Product Modifications" intended to upgrade a product's performance and can include switching out standard casters and wheels for heavy duty, pneumatic or braking versions or adding other features like drain spigots, drainage holes, lid locking devices, tablet holders for electronic devices or handles on spring loaded refuse container doors.
- "Product Assembly" to put together "assembly required" products like carts and Max Racks to then drop ship direct to the distributor or end user's location for immediate use.
- "Special Packaging, SKU Bundling and Logistics" to satisfy the need to combine FG SKUs in different pack sizes and coordinate drop shipping at the end user's request.

Note: Capabilities may be combined to create the best solution for the customer.

#### **The Specials Process:**

The process can follow two paths depending on the customer's need:

- 1. Frequently requested screen printed Specials are listed on our Specials Price List. This list represents typical one color screen printed graphics on popular Rubbermaid SKUs.
- 2. Specials requests not on the price list will need to be quoted by our Specials team. Please use the simple forms on the following pages to capture basic information to get the Specials process started. Email the form(s) to the Specials email below or call us directly. Additional space for notes can be found on the last page of this packet.

SpecialMade will consult directly with Rubbermaid sales and distributor reps to understand the end user's Specials request requirements; we then define the most cost effective and functional solution.

Throughout the entire process SpecialMade will provide a high level of communication, hands-on creative, technical and project management consultation that will take the burden off the rep and streamline the process to satisfy the customer as quickly as possible. Remember, we are here to help!

Our goal is to respond to Specials inquiries within 24 hours.



# **Specials Process:** Product Decorating

- Typically used to apply logos, branding, messages and decorative artwork to many Rubbermaid Commercial Products.
- Technologies used include screen printing, adhesive vinyl graphics and transfer printing. SpecialMade will help decide which technology will work best based on the graphics requested, the desired product and image location.

### **Requestor Contact Information**

•				
Name:		CHECK ONE:  RCP Sales Rep (Include distributor contact below)		
Address:			☐ Distributor Sales Rep	
			End User	
Phone :	Fax:		Email:	
Distributor Contact Information:				
	How 7	To Order		
Imprinted Product Price List  Order using our current Specials Price List for the most popular Rubbermaid products screen printed with one color ink (multicolor art requires a custom quote ). Please provide the following information below:  RCP Product #:  Describe location for Imprint:  Number of sides:  Lid decorating: YES NO		SpecialMade Quote Request  For products not listed on the Specials Price List or for multi-color artwork , please provide the following information below:  • RCP Product #:  • Describe location for Imprint:  ➤ Number of sides:  ➤ Lid decorating: YES NO		
	Art	twork		
<ul> <li>Artwork is required for product decorating whether the desired graphics are a logo, words or custom art. SpecialMade will review the art and provide a recommendation for the most cost effective and accurate way to apply the graphics to the product. Typical decorating processes include screen printing, vinyl graphics, pad and "LPT" transfer printing.</li> <li>Art files need to be sent to us in one of the following file formats: .ai, .cdr, .eps or high resolution jpeg.</li> <li>If the correct art file is not available, send us the best image of what your customer would like on the product and our inhouse graphics team will create a new art file to use. Your customer will always have the opportunity to pre-approve art. Art charges may apply.</li> <li>Please e-mail the art file to: <a href="mailto:specials@specialmade.com">specials@specialmade.com</a></li> </ul>				
Other notes or comments:				

**Specials Department** 



# **Specials Process:** Product Modifications

- SpecialMade can tailor and upgrade standard Rubbermaid products to best meet your customer's specific functional needs and specifications.
- Typical modifications include:
  - o Upgraded casters or wheels.
  - o Adding drainage spigots or holes.
  - o Adding handles to spring loaded refuse container doors.
  - o Adding tablet or electronic device holders to maintenance or housekeeping carts.
  - o Attaching lids to tilt or utility trucks.

### **Requestor Contact Information**

Name:		CHECK ONE:  RCP Sales Rep  (Include distributor contact below)		
Address:		Distributor Sales Rep		
			End User	
Phone :		Fax:	Email:	
Distributor Contact I	nformation:			
How To Order: SpecialMade Quote Request				
		ires a quote. Please describe the modification and collaborate with you on creating the best	_ ·	
<ul><li>Rubbermaid pro</li><li>Description of n</li></ul>				
<ul> <li>Upgraded casters or wheels; define weight load, braking, swivel, fixed, plate or stem, terrain, or other functionality:</li> </ul>				
<ul> <li>Adding drainage spigots or holes; describe customer application, desired location, diameter, quantity and spigot specs desired:</li> </ul>				
Adding handles to spring loaded refuse container doors.				
_	<ul> <li>Adding tablet or electronic device holders to maintenance or housekeeping carts. Describe specific model of device to be accommodated, locking/security requirements, etc.</li> </ul>			
o Attaching	lids to tilt or utility t	rucks. Provide more details including custome	r application, locking? Hinging?	
o Other:				



## **Specials Process:** Product Assembly

• We can pre-assemble a wide range of Rubbermaid Commercial Products. Pre-assembly means the product ships fully assembled and will function correctly, saving your customer time and enabling the product to be put into use upon delivery. We can drop ship product to your customer's location as well.

#### **Requestor Contact Information**

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Name:		CHECK ONE:  RCP Sales Rep  (Include distributor contact below)
Address:		Distributor Sales Rep
		End User
Phone :	Fax:	Email:
Distributor Contact Information:		
		_
Но	w To Order: SpecialMade Quote	Request
• Identify SKU(s) to be assembled:		
• Other notes or comments:		



## **Specials Process:** Packaging, SKU Bundling, Logistics

• We can repack product for custom carton quantities, combine multiple SKUs together, create custom product "bundles", assemble and pack out plan-o-grams and develop customized pallet loads to drop ship to your customer's desired location and timing.

### **Requestor Contact Information**

Name:		CHECK ONE: RCP Sales Rep (Include distributor contact below)
Address:		☐ Distributor Sales Rep☐ End User
Phone :	Fax:	Email:
Distributor Contact Information:		
Но	w To Order: SpecialMade Quote	Request
Request For Quote		
Identify Rubbermaid SKU(s) and d  Other notes or comments:	escribe special packaging, SKU bundling o	Togistics needs:
Other notes of comments.		

**Specials Department** 



# **Specials Process:** Additional Information

Use this space for additional information:		

**Specials Department**