

## Use Today's Most Effective Promotional Gift

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Order your **original MemoTrek™ USB flash drives** customized with your company logo today!  
**It's swift and easy.** All you need to do is this:



### Submit Your Logo File and Approve Your Pre-Production Proof

Send your logo files and artwork to [design@memotrek.com](mailto:design@memotrek.com) and your designer will set-up your graphical pre-production proof so that you can see how the finished product will look like with your logo branding. You ensure faster handling and better results by providing your logo files in the right file formats: Our designers prefer vector based graphic files, such as **.eps or .ai or .pdf**

**Please approve your graphical pre-production proofs before mass production.**

Customized pre-production samples are available on request, so that you can make sure we match your or your customer's corporate branding to perfection before you order. For this service we charge a fee to cover express delivery and set-up costs. Please ask your account manager for more information.



### Order Placement & Payment Options

To place your order kindly pay the amount stated on your quotation via bank transfer to our HSBC account. You will find all necessary payment details on your final PDF quotation.

**Send us a copy of your payment transaction and we give green light for production immediately!**

For small order amounts you may also pay by using your Visa or MasterCard. All credit card payments will be processed securely via PayPal and we charge a 3% processing fee of the total amount.

If you have any question regarding the payment, feel free to ask your account manager for assistance.



### Lead Time & Production

Your customized MemoTrek™ USB flash drives will be **ready for dispatch within 10 days** after receiving your final order and payment confirmation.

It takes 3-4 days to prepare and set-up the printing screens for color prints, calibrate the laser engraving machines and produce a first pre-production sample of your customized USB flash drives. The final mass production is swift and done within 6-7 days for up to 5000 units.



### 24h Rush Orders

You are in a hurry and **need your MemoTrek™ USB flash drives quickly?** We can arrange for priority production of your order and dispatch your USB flash drives within 24hrs after receiving your payment. This is possible for selected models only. Please ask your account manager for more information.



### Free Express Delivery to Worldwide Destinations

Because of our high volumes and frequent deliveries, MemoTrek™ gets preferential conditions and priority handling with forwarders and express couriers such as DHL, UPS and FedEx.

Your benefit: **We offer you free express delivery to worldwide destinations!**

As soon as your consignment is out for dispatch you will get notified of the tracking number so you can track your USB flash drives online. Delivery to worldwide destinations is swift and typically takes only 3-4 days.



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## Your USB campaign can be up and ready to roll within two weeks!

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