

porter[®]

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Graphic Item Order Process Example

1.

Graphic Wall Pad Worksheet


School Name: CENTERVILLE HIGH SCHOOL Dealer Name: PORTER DESIGN NORTH
 Contact for design approval: JOHN DOE Salesman: JIMMY
 phone number: 555-555-5555 phone number: 555-555-5555
 email: J.DOE@EXAMPLE.COM email: JIMMY.SALES@EXAMPLE.COM
 shipping address: 1111 CENTERVILLE RD. address: 1111 N. POLO
CENTERVILLE, IL 61822 CHAMPAIGN, IL 61822

Part 1: Design
 561 2" round 562 2" Visc-Elastic 570 2" FR-XXTRA Firm 572 2" FR-XXTRA Firm
 Nailing margins (circle)? ☒ YES ☐ NO Z-Clips (circle)? ☐ YES ☐ NO
 Vinyl Color (circle one):
 01 sky blue 04 white 08 beige 11 purple 14 Kelly green
 02 royal blue 05 orange 09 grey 12 black 15 dark green
 03 red 06 yellow 10 maroon 13 navy
 Number of pads with printing: 5

Artwork for pads must be included with order. Acceptable file type are: Adobe Illustrator (.AI), PDF, EPS, and TIFF. See artwork guidelines for additional specifications.

Three design renderings will be provided after order is placed at no charge. Additional rendering requires a fee. By providing a sketch below, the most accurate and desirable designs can be created.

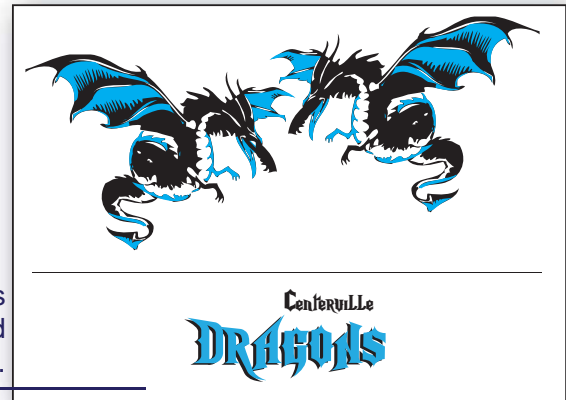
Please sketch design in box below:



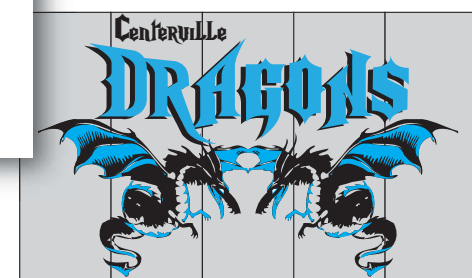
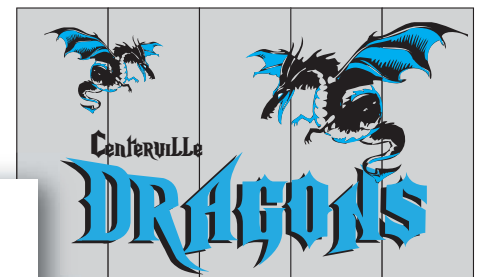
Customer completes appropriate graphic or lettered item worksheet and submits with order to Porter customer service WITH attached art file.

Worksheet is filled out completely with pad information and rough sketch to give artists an idea of what you want for the final design.

Art file in correct format includes school mascot, font, desired image, and/or logo.



2. Artists will create 3 designs for customer to choose from based on sketch and artwork provided. Customer will approve one of the designs by signing the approval letter and submitting to Porter Customer Service.



3. Upon approval, Porter will send a small printed vinyl sample to customer for approval. Customer signs the second approval letter and submits to Porter. Upon approval, official Lead times begin.

To: Graphics Customer
 From: Design Department
 Date: 8/15
 Subject: WPS

Enclosed is a color proof of approved graphics for your order.

We would like to see the final approval of the colors in the design proof from your approval. The color proof is a computer-generated color proof and is not a final color proof. The color proof is a computer-generated color proof and is not a final color proof. The color proof is a computer-generated color proof and is not a final color proof.

If you have any questions or would like to make any changes, please contact your sales representative.

QUOTE: 100% - This sample is for your approval only. Please note that the colors shown are approximate and may vary from the actual colors. Please note that the colors shown are approximate and may vary from the actual colors. Please note that the colors shown are approximate and may vary from the actual colors.

Please send the final proof to us by the date specified in the quote to avoid delays.

Thank you.

Sample Approved as to: Design graphics proof
 Date: 8/15