

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: 555-0123 phone number: 555-5478
 email: J.DOE@EXAMPLE.COM email: JIMMY@PORTERATHLETIC.COM
 shipping address: 1111 CENTERVILLE RD. address: 1100 N. PORTER
CENTERVILLE, IL 61822 CHAMPAIGN, ILLINOIS 61822

Part 1: Design
 561 2" round 562 2" V-neck 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:

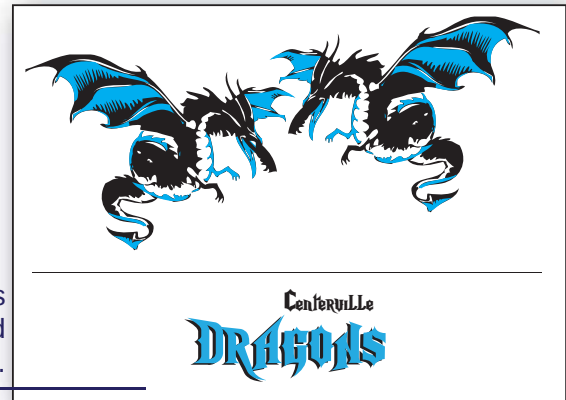
EAGLES

Centerville Dragons

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

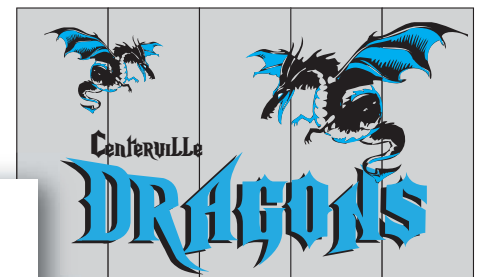
Worksheet is filled out completely with pad information and rough sketch to give artists an idea of what you want for the final design.

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

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 and for the items to be printed. The colors are not a guarantee of the final product. The colors are not a guarantee of the final product. The colors are not a guarantee of the final product.

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

Signature: John Doe
 Date: 8/15