

**porter**

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 888-277-7778 • www.porterathletic.com

# 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.SANTANA@EXAMPLE.COM  
 shipping address: 1111 CENTERVILLE RD. address: 1100 N. POLO  
CENTERVILLE, IL 61800 CITY, STATE ZIP

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:

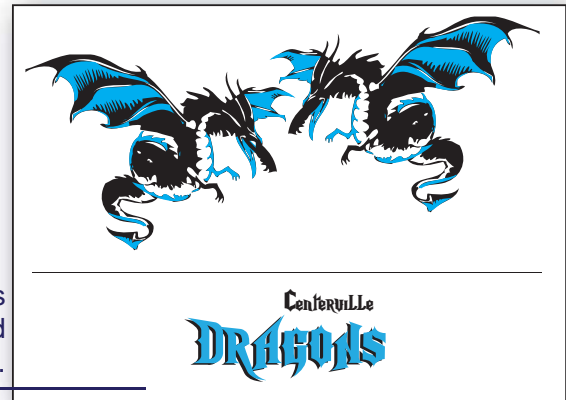
EAGLES

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  
 Subject: 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 modification from your approval. The color proof is a computer-generated color and does not represent the final color. The color proof is a computer-generated color and does not represent the final color. The color proof is a computer-generated color and does not represent the final color.

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

QUOTE: 8/15 - This sample is for your approval only. Please note that the colors shown are a computer-generated color and do not represent the final color. The color proof is a computer-generated color and does not represent the final color. The color proof is a computer-generated color and does not represent the final color.

Please print this document on a high-quality printer and submit it to the colorist at 800-888-8888.

Thank you.

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