



601 Mercury Drive • Champaign, IL 61822 USA  
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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 DEATH ANTHE  
 Contact for design approval: JOHN DOE Salesman: JIMMY SMITH  
 phone number: 555-555-5555 phone number: 555-555-5555  
 email: J.DOE@SCHOOL.COM email: J.SMITH@PORTER.COM  
 shipping address: 1111 CENTERVILLE RD. address: 1100 N. PORT  
CENTERVILLE, IL 61800 CHAMPAIGN, ILLINOIS 61822

Part # 581 581 2" round 582 2" Visc-Elastic 570 2" FR-XTRA Firm 572 2" FR-XTRA Firm  
 583 2" round 584 2" Visc-Elastic 571 2" FR-XTRA Firm 573 2" FR-XTRA Firm

Nailing margins (circle)?  YES  NO Z-Clips (circle)?  YES  NO

Vinyl Color (circle one):  
 01 sky blue 04 white 05 beige 11 purple 14 kelly green  
 02 royal blue 08 orange 09 grey 12 black 15 dark green  
 03 red 06 yellow 10 maroon 13 navy

Number of pads with printing: 5

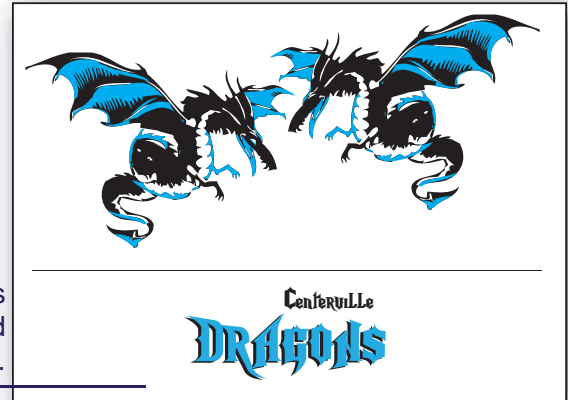
Artwork for pads must be included with order. Acceptable file type are: Adobe Illustrator (.AI), PDF, EPS, and TIFF. See artwork guidelines for additional specifications.

Three design renderings will be provided after order is placed a no charge. Additional rendering require 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: Stephen Thomas Design Department  
 From: John Doe  
 Date: 1/15/14  
 Subject: WIP

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

We would like to see the final approval of the colors on the design proof from your approval. The color proof is for your reference only. The color proof is not a guarantee of the final product. The color proof is for your reference only. The color proof is not a guarantee of the final product.

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

QUOTES ONLY - This sample is for informational purposes only. Please note that the colors shown are approximate and may vary slightly from the actual product. Colors may vary slightly from the actual product. Colors may vary slightly from the actual product.

Please do not hesitate to reach your regional approval of the colors to 888-277-7778.

Thank you.

Sample Approved as to: Stephen Thomas  
 Date: 1/15/14