

# Large Overlay Artwork Approval Form

**PLEASE DO NOT** send back this form blank. It **ALL MUST** be filled out- even on repeats!  
We **WILL NOT** begin production until this form is completed.

## A Note from the Manufacturers:

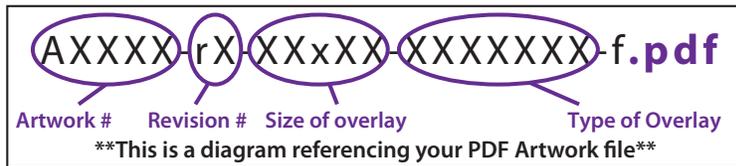
The client is responsible for ordering the **correct sized overlay**. Overlays are often meant to fit inside frames, so be sure the dimensions do as such. See 2nd page to make sure size is correct. Tolerance is +/- 1/8"

The client is also responsible for orientation, foreign language translations, spelling, punctuation, grammar, variable data, logos, graphics, colors, etc. These elements can be checked using the two PDF proofs provided.

These overlays cannot be modified once manufactured. Please don't rush through the review/approval process. verion4

## The "Artwork"

Use the **PDF files** you received via email when filling this section out. See diagram to the right for reference.



### Layout

Artwork #: A \_\_\_\_\_ Revision # of artwork: r \_\_\_\_\_ Quantity of overlays ordered: \_\_\_\_\_  
(Axxxx-rX-xxXxx-xxxxxxx-f.pdf) Axxxx-rX-xxXxx-xxxxxxx-f.pdf

### Size

The size of your overlay is shown in the margin of your PDF artwork file and is encased in crop marks its also in the file name after revision. **Size must be in given in 16th of an inch.**  
 How tall (top to bottom) is the overlay (in inches): \_\_\_\_\_"  
 How wide (left to right) is the overlay (in inches): \_\_\_\_\_"

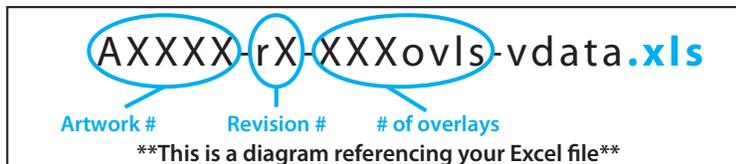
### Type

Our overlay will be a:  
 3M Peel & Stick Sticker (permanent)  Magnet (removable)  Insert for Changeable Ohio AI Frame. These are not dry erase and are to be covered by DaPlus10 dry erase.

- I have proofread the text and hereby approve the grammar, syntax, spelling, and punctuation on the board.
- I have carefully inspected the graphic elements including dividing lines, clip art, logos, and colors and hereby approve the quality, alignment, and appearance of the overlay.

## "Variable Data"

Variable data (pre-printed room and phone numbers that vary overlay to overlay) is an optional service. If ordered, use the **Excel file** you received via email when filling this section out. See diagram to the right for reference.



- There is **no** variable data. Every overlay will be exactly the same.
- I have reviewed the provided excel file proof of the variable data spreadsheet and hereby approve the format, content, and accuracy of the data.

Revision # of Excel file: \_\_\_\_\_ Quantity of overlays with variable data: \_\_\_\_\_ # of Blanks: \_\_\_\_\_  
Axxxx-rX-xxXovls-vdata.xls This Excell r# is normally different than the Layout r# in Artwork section!

By signing this approval, I understand that the overlays are custom made and are not returnable for any of the approved items on this form. I understand that I will get exactly what I am signing off on and I will accept what I have approved. I understand that any deviations or defects from the approved artwork will be replaced at Indoff's expense.

\_\_\_\_\_  
Your Signature and Date

\_\_\_\_\_  
Your Supervisor's Signature and Date (Optional)

\_\_\_\_\_  
Purchase Order Number from Purchasing or Materials Dept. (Optional)

\_\_\_\_\_  
Purchasing Organization, Company, or Hospital

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## Overlays FAQ Magnets and Peel and Stick

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\*\*\*We recommend you get a piece of heavy stiff poster paper or thin cardboard and cut to size you are ordering and try it on boards to maximize chance of a good fit.

[Avery or 3M Installation](#) Magnets just put on

### 1) Size of Overlays Varies at bit:

All overlays are cut to final size in a very professional laminating shop but due to order size and printing method these are not mass produced (where perfect sizing is possible). So expect slight variations from specified size pieces may be 1/8" over or under size. \*\* Magnets have to have special cropping of 3/16" per ft in print direction! This extra cropping will allow final size to be +/- 1/8" but could leave an extended area to adjust for printing feed.

If oversize and they don't fit, they are easily field cut with a utility knife.

If undersize there is nothing that can be done after we send them to you, However if told to we can make your overlays oversize on two sides so you can trim them to fit if you need an exact fit or if your openings are all different sizes.

If you are opposed to cutting at all make sure you give us maximum size you can use and we will make them 1/8" smaller.

### 2) Size of Boards Varies:

What do I do if my boards are not perfectly rectangular or vary in size?

- A. You can order overlays to the smallest size and live with any uncovered areas being visible.
- B. We can make your overlays oversize on two sides so you can trim them to fit.

### 3) I want perfect coverage of old board surface:

- A. Easiest way but most expensive is to order new [COAF](#) boards.
- B. We can make your overlays oversize on two or 4 sides sides so you can trim them to fit.
- C. If overlay is permanent 3M peels & stick you could touch up old surface with paint before or after applying 3M and not bother with cutting to size.

**Here are sizes we can cut to-- Remember when cut it is + or minus .125" or 1/8"**

1/16" = .063"	5/16" = .313"	9/16" = .563"	13/16" = .813"
2/16" = 1/8" = .125"	6/16" = 3/8" = .375"	10/16" = 5/8" = .625"	14/16" = 7/8" = .875"
3/16" = .188"	7/16" = .438"	11/16" = .688"	15/16" = .938"
4/16" = 2/8" = 1/4" = .250"	8/16" = 4/8" = 1/2" = .500"	12/16" = 6/8" = 3/4" = .750"	16/16" = 1.0" = 1.000"