

# Glass Board Artwork Approval Form

**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 Manufacturer:

The client is responsible for ordering the correct board size, orientation, foreign language translations, frame type, spelling, punctuation, grammar, variable data, layout, logos, graphics, colors, etc. These elements can be checked using the two PDF proofs provided.

To assist you in proofing your artwork, page 2 of this file is an **Artwork Proofing Worksheet**. We highly recommend you use the worksheet to make sure that your artwork is exactly as you want it before signing this form. Please take your time! These boards are costly, last a long time, and cannot be modified once manufactured. Please don't rush through the review/approval process.

## 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 Boards Ordered: \_\_\_\_\_

AXXXX-rX-XXxXX-XXX-f.pdf

AXXXX-rX-XXxXX-XXX-f.pdf

**Size:** How tall (top to bottom) is the board (in inches): \_\_\_\_\_ " How wide (left to right) is the board (in inches): \_\_\_\_\_ "

**Frame:** The frame type you have chosen is: \_\_\_\_\_

**Be certain of your frames style, material, mounting and size! Is it changeable?**

AXXXX-rX-XXxXX-XXX-f.pdf

**Glass Mounting:** ☐ Edge Standoffs ☐ Hidden in Back ☐ Through Glass Did you order a tray? ☐ Yes ☐ No

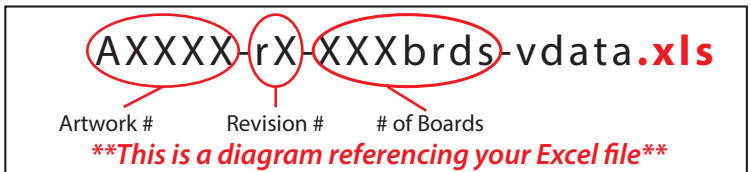
**Magnetic ??:** ☐ Not Magnetic- it will not take a magnet ☐ Magnetic - it will work with strong Glass magnets

☐ 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 board.

## "Variable Data"

Variable data (pre-printed room and phone numbers that vary board to board) 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 board for this layout will be exactly the same.

☐ There **will be** variable data on my board.

☐ 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 Boards with variable data: \_\_\_\_\_ # of Blanks (usually spares): \_\_\_\_\_

AXXXX-rX-XXXbrds-vdata.xls This Excell r# is normally different than the Layout r# in Artwork section!

By signing this approval, I understand that the boards 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

**Fax: 860-632-2028**

Email: ahutton@ahutton.com  
Phone: 860-632-2026

**Indoff**  **Hospital  
Boards**

This checklist will help you to ensure that your layout is perfect before you give us the approval to go to print. Carefully review the PDF proofs we have provided, using this checklist as your guide.

## Understanding our File Names:

We'll use the following file name as an example: **A9999-r1-OAF-f.pdf**

The number that begins with an "A" is your Art Number. In this case, "A9999".

The Revision Number is indicated by a letter "r" followed by a number. In this case "r1".

Further details specific to the file follow after the revision number, and are usually not used by the customer.

## HIPAA and CMS

☐ I have checked the board for HIPAA and CMS compliance with our responsible internal managers.

**Size:** 9" x 12" 12" x 18" 18" x 24" 24"x30" 24" X 36" 36" x 48" etc. other or Custom: \_\_\_\_\_ x \_\_\_\_\_

**Framing:** \_\_\_\_\_ Ohio Aluminum(OAF) \_\_\_\_\_ EZ-Hang \_\_\_\_\_ Wood \_\_\_\_\_ Custom \_\_\_\_\_ None Skin only

## Graphics:

- |  |   |
|--|---|
| <input type="checkbox"/> Dividing Lines are consistent, with no gaps or spaces | <input type="checkbox"/> Colors are accurate                            |
| <input type="checkbox"/> Images are clean and sharp, not pixilated or blurry   | <input type="checkbox"/> No stray or out of place elements              |
| <input type="checkbox"/> Icons, logos and other images are correct             | <input type="checkbox"/> Images are aligned horizontally and vertically |

## Text:

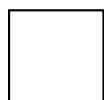
- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Font(s) are consistent in size and type     | <input type="checkbox"/> Spelling is correct    | <input type="checkbox"/> Spanish/Other Language Correct    |
| <input type="checkbox"/> Text is aligned horizontally and vertically | <input type="checkbox"/> Punctuation is correct | <input type="checkbox"/> All requested text present        |
| <input type="checkbox"/> Capitalization is correct                   | <input type="checkbox"/> Grammar is correct     | <input type="checkbox"/> No stray or out of place elements |

## Variable Data Spreadsheet (Optional):

- ☐ All data is correct    ☐ Font name and size are clearly detailed    ☐ Total Quantity matches my order

## Usability &:

- ☐ The text is legible from my required distance    ☐ There is room to write in each field with a dry erase marker
- ☐ I have decided if the boards are or are not **getting trays**
- ☐ I have printed, assembled and tested the full scale PDF proof
- ☐ I have reviewed this checklist with at least 1 other person
- ☐ The person/people who will be using the board have carefully reviewed the proofs
- ☐ The maintenance team is aware of the size and **installation requirements** for the frame type being ordered



**Checked!**



**Double Checked!**

## Summary of Shipping Guidelines for Indoff Shipments

### Give This to Receiving Manager – Refuse Destroyed Product or Pay for It

- ✎ To keep your costs down we ship LTL on Common Carrier (moving companies are way to expensive). This automatically brings us to Possible damage by the trucker of the goods. Legally you own the product as soon as it leaves the manufacturer (our terms are **FOB shipping point**). Therefore to get the low freight cost (we pass on most of our discounts to you) you are responsible for receiving in the goods correctly (we have a separate memo on receiving that expands on short receiving rules below).
- ✎ If you receive and inspect correctly any damage will be fully paid by the trucker.
- ✎ If you do not receive correctly you are legally, fully liable to pay again in full for the goods you bought.
- ✎ We want to sell you these items and not have unpaid damage claims but we need your help in receiving. We cannot take the full financial burden of improper receiving.
- ✎ Note - the main problem we are talking about here is concealed damage that is found after the trucker has obtained a clear no damage signature from you. Again, we have no problem getting you full reimbursement for refused or properly notated damages.
- ✎ What can you do to **Minimize your Liability** and keep from being mad at us if damage occurs.
  1. Best – Receive and Inspect yourself following our Receiving Rules.
  2. You can specify your own LTL carrier (freight collect) and deal with your carrier on any damage.
  3. You can have us get you a quote for a moving company (a few hundred \$ more)
  4. We could get a professional crew in to receive and inspect the goods (a few hundred \$ more)
  5. We offer a “10% of Order Concealed Damage Policy” that fully protects you (call if interested).

If you are having us send goods on our carrier at a quoted price and you do not want insurance please sign below. I understand goods are FOB factory, we do not want to pay for insurance and we understand Indoff is not liable to pay for any damages beyond what trucker is willing to pay.

Sign and Fax to (860)632-2028

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### Short Review of Receiving Rules

- ✎ **Always Count the Freight.** Do not rely on the driver's count or on a skid count. Always sign the delivery receipt for the actual number of pieces you received.
- ✎ **Pre-Inspect for totally trashed shipment and refuse.** If a shipment is damaged to the point of worthlessness, you can refuse the shipment. In fact if the total shipment is trashed refuse it. Do not accept it and sign for damaged. Retain copy of freight slip.
- ✎ **If order is for many boards and only a few are clearly damaged** it is better to accept shipment with damage noted and then we will only have to replace the damaged ones and you have use of the good ones. If you decide to retain the merchandise, **do not destroy or discard the damaged merchandise** – call us immediately and make sure paperwork shows what was refused and what was accepted. Keep a copy!
- ✎ **If Shipment looks to be in decent shape do a Thorough Final Inspection.** You have the right to open and inspect goods before signing. If driver gives you a hard time, tell him unless you **open and inspect** you will sign only with “goods damaged” written on freight bill. If he still refuses to allow inspection tell him you want to call the terminal manager while he waits. Carefully inspect all cartons for visible damage, crushing, open cartons, and obvious re-taping. And then .....
- ✎ **Do your Concealed Damage Inspection while tucker is there.** Our products can easily look fine outside but be damaged internally. If you find concealed damage after trucker leaves (or without noting it on slip) it becomes hard or impossible to collect. Note any damage or discrepancies on the carrier's delivery receipt. Make sure to be clear about what is damaged. Make sure the driver also signs and attests to the exception BEFORE you sign for the shipment. Retain copy of freight slip. Do not just sign for freight as “received subject to inspection”. If he won't let you open and inspect sign as DAMAGED

If concealed damage is discovered or you noted damage on ticket call the Carrier and Indoff at (860)632-2026 immediately.