

BRICK & STONE

G R A P H I C S

www.brickstonegraphics.com

CAMPAIGN COORDINATOR GUIDELINES

- As soon as we receive your completed “Fundraising Planner,” we will begin processing your order and design your sample bricks and master order form.
- The campaign Coordinator must provide a daytime phone number and e-mail in case there are questions regarding the order. If our staff cannot reach the coordinator, a message will be left, and a “hold” will be placed on the order which may delay delivery. We will need a ship to name and address for sample bricks.
- If your organization prepares its own order forms, please forward a copy to Brick & Stones Graphics for approval to avoid any confusion with your order. Be sure to use the “box” (□□□) set-up on the order form for letters and spaces. Check the appropriate box on sample order form page in the packet if you are creating your own order form. You can expedite your order by sending it in Word or Excel format while staying in the guidelines of text set-up.
- A printed copy (proofs) of the brick/tile designs will be forwarded to the Campaign Coordinator for approval by email, fax, or mail. As soon as the proofs are received, please make any necessary corrections in a different color ink and initial each page to indicate approval. Approved and initialed proofs may be faxed or mailed to us. Please mail if there are over 30 pages. **Proofs must be returned within 2 weeks or order will be delayed.**
- Necessary corrections will be made, and corrected proofs will be forwarded to you in approximately 3-5 days for approval.
- After all corrections have been made and approved by you, we will begin production on your order. Allow 2-4 weeks for delivery, depending upon the size of the order.
- When the order is delivered, make arrangements to have the bricks/tiles checked by your group prior to the installation. Use the number marked on the back of each brick to match to the numbers on your order forms or proofs to expedite check –in of the bricks. If you did not number your bricks, We will number them for you. Allow time for any problems to be corrected or chipped/broken bricks (caused by shipping) to be replaced.

- Because Brick & Stone Graphics cannot guarantee any brick that has grout embedded in the engraving, please be sure to cover all engraved bricks with a high quality masking tape before grouting. 2” 3M brand masking tape works well and will withstand the wet grout. Thin Bricks on an existing wall or sidewalk can be laid by a tile installer, you do not have to use a brick mason. We recommend Thick Bricks being installed in sand bed.
- We have color photos of completed jobs available.
- Engraved benches have become very popular as an additional product with brick/tile installations. In many cases, there are businesses that will donate benches engraved with their company logo to show community support, to honor administration, in memory of someone, etc.
- The paint we use is permanent – the same as used on submarines and monuments.
- We recommend you put a 12x12 or 24x24 in the center of your project with a large logo or a mission statement or a name of program or the year it was established to give the installation an identity.
- **Refer to “Ordering Instructions when completing and submitting orders.”**